HR Policies and Procedures

Table of Contents

Coding Instructions 11
A 11
Activity Result (RSLT) 11
Agency Messages (AMSS) 12
Agency Specific and Accounting Data (AGYS) 13
Agency Specific Data (AGYD) 18
Applicant Address Maintenance (AADD) 20
Applicant Attribute Maintenance (AATT) 21
Applicant Education History (AEDH) 23
Applicant Education Summary (QADS) 25
Applicant Evaluation (APEV) 26
Applicant ID Change (AIDC) 28
Applicant Licenses and Certifications (ALCN) 28
Applicant Name Change (ANCH) 29
Applicant Name Inquiry (QANM) 30
Applicant Prior Work History (AWRK) 31
Applicant References (AREF) 33
Applicant Scheduled Activities (APSA) 35
Applicant Selection Definition (ASDF) 36
Applicant Skills Profile (ASKL) 38
Applicant SSN Change (ASSC) 39
Applicant Status (APST) 40
Applicant Status Reason (APSR) 41
Applicant Tracking Activity (ATVY) 42
Applicant Tracking Mass Change Request (AMAS) 43
Applicant Tracking Title Group (ATTG) 46

Applicant Training Profile (ATRP).....48
Applicant Training Summary (QATS).....49
Applicant User Defined Fields (AUDF).....50
Applicant User Defined Screen (AUS1).....53
Applicant User Defined Window (AUS1).....54
Applicant Work History Inquiry (QAWK).....54
Appointment ID Trigger (ATRG).....56
Attorney Information (ATTN).....57
B.....59
Balance Sheet Fund Transfer Table (BFTR).....59
Bank Check Disposition (DISP).....60
Begin Day (BDAY).....61
Benefit Plan Class (BPCL).....63
Benefit Policy Type (BPLT).....64
Benefit Report Control (BRCT).....67
Benefit Type Class (BTCL).....68
Benefit Type Sub-Class (BTSC).....70
Benefits Enrollment (ENRL).....71
C.....76
Calendar Date (CLDT).....76
Campus (CAMP).....77
Campus Address Maintenance (CADR).....78
Check Disposition (CHCK).....82
Check Message Selection (CKMS).....84
Check Print Parameter (CPRM).....85
Civil Service Status (CIVS).....86
Client Compensatory Profile (CCPR).....88
Country (CTRY).....90
County (CNTY).....91

Course (CRSE) 92
Course Grade (CGRD) 93
Court Information (CORT) 95
Current Period Crew Timesheet (CREW) 97
Current Period Crew Timesheet Document Generation (CRGN) 103
Current Period Individual Timesheet (CITS) 107
Current Period Individual Timesheet Document Generation (CTGN) 112
Current Period Time Sheet (CPER) 117
D 123
Deduction Frequency (DEDF) 123
Deduction Plan (DPLN) 124
Deduction Plan Accounting (DPL3) 131
Deduction Plan Alternate Rates (DEDA) 137
Deduction Plan Include/Exclude (DPL2) 139
Deduction Policy (DPOL) 142
Deduction Policy Type (DDPL) 143
Deduction Type (DEDT) 144
Degree (DEGR) 148
Dependent Benefits Coverage (DPBN) 149
Dependent Profile (DPND) 151
Document Listing (SUSF) 154
Document Selection (DSEL) 157
E 159
EEO Employer Information (EEOE) 159
EEO Function (EEOF) 161
EEO Job Category (EEOC) 162
EEO Location (EEOL) 163
EEO Multiple Locations (EEOM) 165
EEO-6 Rank (EEOR) 166

Emergency Contact Information (EMER)/First Contact 167
Emergency Contact Information (EMER)/Second Contact 169
Employee Accounting Data (AGYA).....171
Employee Address Maintenance (ADDR) 175
Employee Attribute Maintenance (ATTR).....178
Employee Benefit Type Class Inquiry (QBTC).....181
Employee By Training Results (QETR).....183
Employee Deduction Parameters (QDPM) 185
Employee Deduction Summary Inquiry (QDSM).....187
Employee Dependent Roster (QDPR) 189
Employee Education Summary (QEDS) 192
Employee Fringe Benefit Plan (BENP) 193
Employee Fringe Benefit Plan Accounting (BNP3).....200
Employee Fringe Benefit Plan Include/Exclude (BNP2) 206
Employee Fringe Benefit Type (BENT) 209
Employee ID Change (EIDC).....213
Employee Leave Activity (QLDT) 214
Employee Leave Balance Inquiry (QLBL).....216
Employee Leave Request Document (LREQ).....218
Employee Monthly Service Hours Inquiry (QSVM) 221
Employee Name Change (ENCH) 223
Employee Pay Rate History Inquiry (QRTE) 225
Employee Pay Summary Inquiry (QPSM).....227
Employee Performance Evaluation Inquiry (QEVS) 230
Employee Roster By Agency And Organization (QXR6) 232
Employee Roster By Employee ID (QXR2).....233
Employee Roster By Employee Name (QXRF).....235
Employee Roster By Employee Social Security Number (QXR4) 236
Employee Roster By Pay Location (QXR5) 238

Employee Tax Parameters (TAX)....240
Employee Training Summary (QETS)....242
Employee Weekly Pay History Inquiry (QPWK)....244
Employee Weekly Service Hours Inquiry (QSVW)....246
Employee Work History Inquiry (QEWK)....247
Employer (EMPR)....249
Employer Fringe Benefit Contribution Type (EFBT)....250
Employer Fringe Benefit Plan (EFBP)....255
Employer Fringe Benefit Plan Accounting (EFB3)....262
Employer Fringe Benefit Plan Include/Exclude (EFB2)....268
Employment Status (EMPS)....271
Employment Status Maintenance (ESMT)....273
Employment Status Maintenance (ESMT)/Job Assignment....273
Employment Status Maintenance (ESMT)/Dates....277
Employment Status Maintenance (ESMT)/Assignment Attributes....279
Employment Status Maintenance (ESMT)/Pay Parameters....281
Employment Status Maintenance (ESMT)/Certificate/Remarks....283
Employment Status Maintenance Log Detail Inquiry (QESD)....284
Employment Status Maintenance Log Detail Inquiry (QESD)/Job Assignment....284
Employment Status Maintenance Log Detail Inquiry (QESD)/Dates....287
Employment Status Maintenance Log Detail Inquiry (QESD)/Assignment Attributes 289
Employment Status Maintenance Log Detail Inquiry (QESD)/Pay Parameters....291
Employment Verification Inquiry (QVER)....292
Employment Verification Inquiry (QVER)/Pay Rate....293
Employment Verification Inquiry (QVER)/Employee Attributes....295
Employment Verification Inquiry (QVER)/Appointment Information....297
Employment Verification Inquiry (QVER)/Personal Information....299
Error Message (ETAB)....301
Error Message Explanation (EMEX)....302

Ethnicity (ETHN) 302
Evaluation Type (ETYP) 303
Event Category (CATG) 304
Event Type (EVNT) 308
Expense Category (PEXP) 317
Extended Agency (AGYX) 318
Extended Employment Status Reporting (EMPX) 321
External Adjustments (EADJ) 323
F 325
Family Court/Family Court Arrears/Bankruptcy (FAMC) 326
FICA Class (FICL) 329
Fiscal Year (FSYR) 332
FLSA Hours (FLHR) 334
FLSA Profile (FLPR) 335
FLSA Work Cycle (FLWK) 337
For Whom (WHOM) 338
Formal Education Major (MAJR) 339
Fringe Benefit Transfer Table (FBTR) 340
G 341
Garnishment (GARN) 341
General Inquiry Definition (GIDF) 345
General Messages (GMSS) 346
General Reporting Category (GRPT) 346
Geographic Location (GEOG) 348
Grade (GRDE) 349
H 350
Hours by Employee (QHRE) 350
Hours by Pay Location (QHPL) 354
Hours Summary by Pay Location (QHPS) 359

HR Bank Account (FINI) 360
I 363
Insurance Company (INSC) 363
Interview Rating (IRTG) 364
J 365
Job Application (JOBA)/Applicant Status 365
Job Application (JOBA)/Applicant Preferences 367
Job Description (JDES) 370
Job Interview (JOBI) 370
Job Notice Applicants by Name (QJNM) 372
Job Notice Applicants Hired (QJAH) 374
Job Notice by Applicant Title Group (QJTG) 375
Job Notice Profile (JNOT)/Profile Information 377
Job Notice Profile (JNOT)/Contact and Overrides 380
Job Notice Roster (QJNT) 382
Job Notice Roster (QJNTF) 384
Job Notice Roster By Total Score (QJTS) 385
Job Notice Schedule (JNSA) 387
Job Notice Statement (JBST) 388
Job Notice Status (JNST) 389
Job Notice Status Reason (JNSR) 391
Job Notice Type (JNTP) 392
Job Notice User Defined Screen (JUS1) 393
Job Requirements (JBRQ)/Minimum Scores 394
Job Requirements (JBRQ)/Score Weightings 396
Job Statement (JSTA) 399
Job Status (JOBS) 399
L 401
Labor Distribution Profile (LDPR) 401

Labor Redistribution (LABR) 403
Law Firm Information (LAWF) 411
Leave Accrual (LEAV) 413
Leave Action (LACT) 415
Leave Category (LPCT) 417
Leave Frequency (LEVF) 420
Leave Policy (LPOL) 421
Leave Policy Type (LPET) 422
Leave Progression Rule (LPRL) 426
Leave Rate (LPRT) 428
License Type (LTYP) Window Screen 431
Licenses and Certifications (LCNS) 432
Location (LOC) 433
M 435
Marginal Tax Rates (DEDX) 436
Marital Status (MSTS) 437
Mass Approval Trigger (MAPP) 438
Mass Change Requests for Agency Specific & Accounting Data (MAS2) 440
Mass Change Requests For Employee Status Maintenance (MASS) 449
Mass Change Requests For One-Time Transactions (MAS3) 458
Military Branch (MILB) 472
Military Rank (MILR) 473
Miscellaneous Deduction (MISC) 474
MTI Transaction Definition (MTDF) 478
N 479
Name Change Reason (NMCR) 479
Name Prefix (PREX) 480
Name Suffix (SUFX) 481
Net Pay Electronic Funds Transfer (EFT) 482

O 484
Occupational Group (OCCG) 484
One-Time Deduction (1DED) 485
One-Time Payment (1PAY) 488
Online Check Calculation (OCHC) 493
Online Job Submission (JSUB) 495
Other Factors (FACT) 496
Overload Payment Generator (OPAY) 497
Override Budget Level (PEX2) 502
P 504
Parameter Budget Type Selection (PSET) 504
Pass Information (PASS) 505
Pass Type (PSTP) 506
Pay Cycle (CYCL) 507
Pay Period (PERD) 509
Pay Policy (PPOL) 511
Payroll Group (PYGP) 512
Payroll Number (PYNO) 513
Pending Deduction (PDED) 515
Pending Payment (PEND) 518
Personnel Action (PACT) 522
Personnel Action Reason (PART) 525
Personnel Edit Data List (PEDL) 526
Personnel Edit Group (PEDG) 529
Personnel Edit Rules (PEDT) 530
Position Authorization (PAMT) 531
Position Authorization Totals Inquiry (QPAT) 534
Position Control User Defined Fields (PUDF) 535
Position Control User Defined Window 1 (PUD1) 537

Position Control User Defined Window 2 (PUD2) 540
Position Control User Defined Window 3 (PUD3) 541
Position Folder (QPSTF) 544
Position Roster (QPSR) 546
Position Status (PSTS) 548
Position Status Inquiry (QPST) 549
Position Status Maintenance (PSMT) 551
Position Status Maintenance (PSMT)/Position Attributes 551
Position Status Maintenance (PSMT)/Organization Information 556
Positions by Title Inquiry (QPTL) 559
Prior Period Timesheet (PPER) 562
R 570
Recommendation (RCMD) 570
Recommended Applicant Listing (RAPL) 571
Referral Source (REFR) 574
Relationship (RELT) 575
Report Group (RCAT) 576
Retro Frequency Selection (RSEL) 577
Retro Processing Frequency (RETF) 579
Retroactive Pay Trigger (RTRG) 580
S 583
Savings Bond Deduction (SAVB) 583
Supplemental Pay Trigger (STRG) 586
T 588
Tax Class (TAXC) 588
Tax Levy (LEVY) 590
Tax Marital Status (TAXM) 592
Tax Parameters (TAXP) 593
Tax Reporting (TAXR) 595

Tax Reporting Description (TAXD) 598
Tenure Status Maintenance (TENM) 599
Time Category (TIMC) 601
Title Category (TCAT) 604
U 606
User Defined Field (USDF) 606
User Defined Window 1 (USR1) 607
User Defined Window 2 (USR2) 610
User Defined Window 4 (USR4) 614
User Defined Window 5 (USR5) 616
User Defined Window 6 (USR6) 619
User Defined Window 7 (USR7) 621
User Defined Window 8 (USR8) 623
User Defined Window 9 (USR9) 625
User Parameter (UPRM) 628
W 629
Work Schedule by Pay Location (QSCH) 629

Coding Instructions

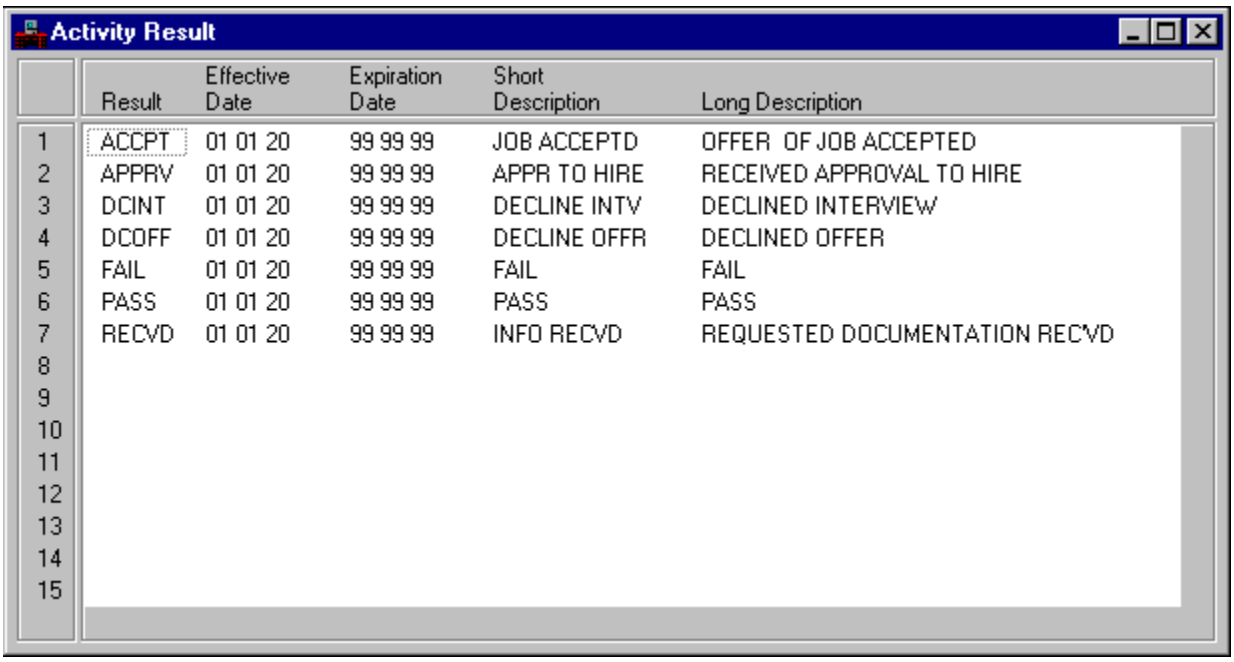
A

Activity Result (RSLT)

Purpose

The Activity Result (RSLT) window is used to define codes which describe applicants' performance in different tests and activities during the interview process. These codes are also used to describe the result of various activities scheduled for a job notice.

RSLT Coding Instructions



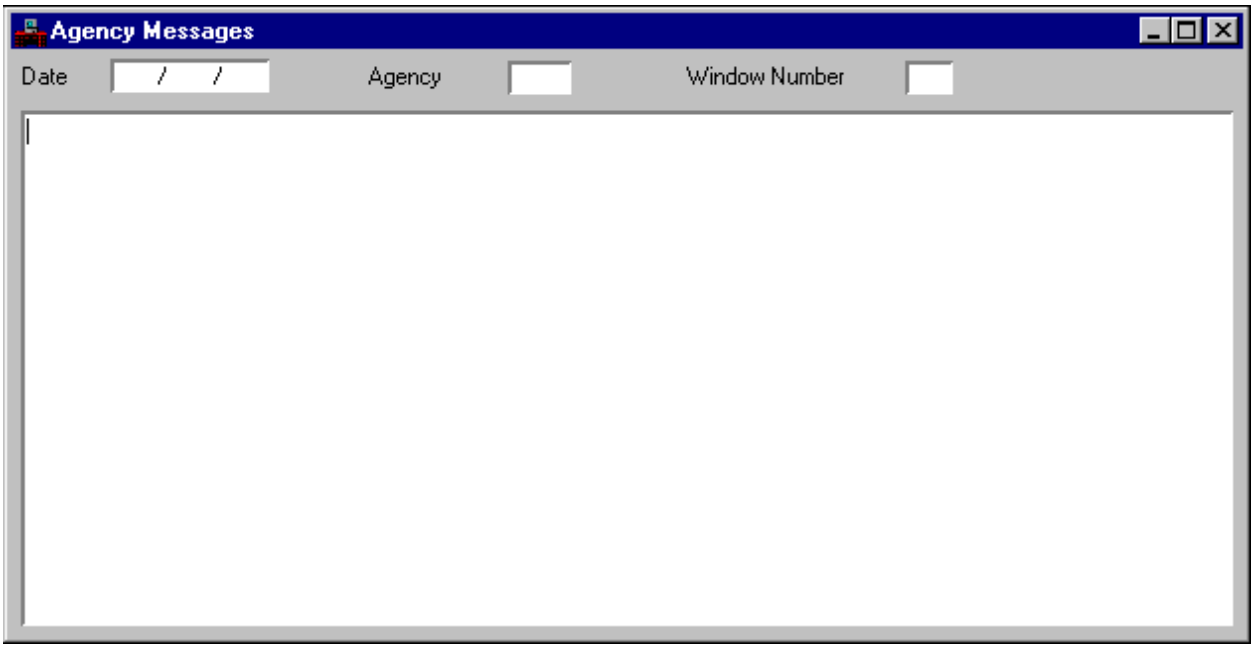
Field Name	Length	Definition
Result	5	Required. Enter the activity result code being added, changed, or expired.
Effective Date	6	**Required.** Enter the date (*mm/dd/yy*) the activity result code is effective.
Expiration Date	6	Default is 99/99/99. Enter the last date (mm/dd/yy) the activity result code is in effect.
Short Description	12	**Required.** Enter the short description of the activity result code.
Long Description	30	Defaults to the “Short Description” entry. Enter the long description of the activity result code.

Agency Messages (AMSS)

Purpose

The Agency Messages (AMSS) window displays agency messages.

AMSS Coding Instructions



Field Name	Length	Definition
Date	6	**Required.** Enter the date of the message.
Agency	3	**Required.** Enter the agency code of the message. See the Agency (AGCY) window for valid values.
Window Number	2	**Optional.** Enter the window number of the message.
(No Label) (1-17)	75 ea.	Field level help unavailable.

Agency Specific and Accounting Data (AGYS)

Purpose

The Agency Specific and Accounting Data (AGYS) window is used to record and view the agency-specific information and accounting attributes for a particular employee.

AGYS Coding Instructions

Field Name	Length	Definition
Name	Display Only	Displays the employee's full name (last name, first name, and middle initial).
Employee ID	10	**Required.** Enter the employee's social security number.
Appointment ID	1	Defaults to blank. If an employee holds more than one position, enter the appointment identification number to indicate which position is affected. Leave blank to indicate the employee's primary appointment.
Agency Action	5	**Required.** Enter the agency-specific action code. Valid values are located on the Personnel Action (PACT) window.
Reason	3	**Optional.** Enter the reason code for the "Agency Action". Valid values are located on the Personnel Action Reason (PART) window.
Effective Date	6	**Required.** Enter the date (*mm/dd/yy*) the agency-specific information is effective. Displays the last date (*mm/dd/yy*) the agency-specific information is in effect.
Expiration Date	Display Only	**Note:** The system displays **99/99/99** as the expiration date on the most recent transaction. As a subsequent transaction is completed, the expiration date for the previous transaction is automatically updated to the day before the effective date of the new transaction.
Home Agency	Display Only	Displays the code for the agency to which the employee reports.
Home Organization	4	**Required.** Enter the code for organization to which the employee reports. Valid values are located on the Organization Index (ORGN) window.
Pay Location	6	**Required.** Enter the employee's pay location code. Valid values are located on the Location (LOC) window.

Work Location	6	Defaults to the “Pay Location” entry. Enter the employee's work location code. Valid values are located on the Location (LOC) window.
Work Location Phone 1	10	**Optional.** Leave blank, or enter the employee's first work location telephone number.
Ext	4	**Optional.** Leave blank, or enter the extension to the employee’s first work location telephone number.
Agency Specific ID	5	**Optional.** Leave blank, or enter the employee's agency-specific identification number.
Work Location Phone 2	10	**Optional.** Leave blank, or enter the employee's second work location telephone number.
Ext	4	**Optional.** Leave blank, or enter the extension to the employee’s second work location telephone number.
Seniority Date	6	**Optional.** Leave blank, or enter the employee's seniority date.
Seniority Number	6	**Optional.** Leave blank, or enter the employee's seniority number.
Work Cycle	5	**Optional.** Enter the employee’s work cycle code. Valid values are located on the Work Cycle (WKCY) window.
Labor Distribution Override Option	Dropdown Box	Select the labor distribution override option. Selection Required is not a valid value; it indicates that a valid value must be selected. Valid values are Use Entered Profile to use an override labor distribution profile; Use Entered Accounting Values to use the following override accounting attributes; and Use Position Assignment to use the accounting attributes assigned to the employee's position.
Labor Distribution Profile	5	**Conditional.** Required if “Labor Distribution Override Option” is “Use Entered Profile”; otherwise leave blank. Enter the override labor distribution profile value. Valid values are located on the Labor Distribution Profile (LDPR) window.
Fund	4	**Conditional.** Required if “Labor Distribution Override Option” is “Use Entered Accounting Values”; otherwise, leave blank.

		Enter the fiscal or accounting entity under which the position falls. Valid values are located on the Fund Index (FUND) window. **Note:** If fund is required but left blank, and "Agency" and "Organization" are filled in, then fund defaults to the value specified in the "Fund" field on the Organization (ORG2) window.
Agency	3	**Conditional.** Required if the "Labor Distribution Override Option" is "Use Entered Accounting Values"; otherwise, leave blank. Enter the override agency code. Agency must be valid with the entered fund. Valid fund and agency combinations are located on the Fund Agency Index (FAGY) window.
Organization	4	**Conditional.** Required if "Labor Distribution Override Option" is "Use Entered Accounting Values"; otherwise, leave blank. Enter the override organization code. Valid values are located on the Organization Index (ORGN) window.
Sub	2	**Conditional.** Optional if "Labor Distribution Override Option" is "Use Entered Accounting Values" and "Organization" is entered; otherwise, leave blank. Enter a sub-organization code. Valid values are located on the Sub-Organization (SORG) window.
Appr Unit	9	**Conditional.** Required if "Labor Distribution Override Option" is "Use Entered Accounting Values"; otherwise, leave blank. Enter the appropriation unit code representing the dollar amount designated by law for a specific purpose. Valid values are located on the Appropriation Index (APPR) window. **Note:** This field is inferred when journal vouchers and payment vouchers are transferred to the financial system.
Activity	4	**Conditional.** Required if "Labor Distribution Override Option" is "Use Entered Accounting Values"; otherwise leave blank. Enter the activity code used for a further breakdown of

		financial activity. Valid values are located on the Activity Index (ACTV) window.
Function	4	**Conditional.** Required if “Labor Distribution Override Option” is “Use Entered Accounting Values”; otherwise leave blank. Enter the function code representing the budget for a group-related activity that is aimed at accomplishing a major service or regulatory responsibility. Valid values are located on the Function (FUNC) window.
Object	4	**Conditional.** Optional if “Labor Distribution Override Option” is “Use Entered Accounting Values”; otherwise, leave blank. Enter the object code corresponding to the object of expense provided by the position. Valid values are located on the Object Index (OBJT) window.
Sub	2	**Conditional.** Optional if “Labor Distribution Override Option” is “Use Entered Accounting Attributes” and “Object” is entered; otherwise, leave blank. Enter a sub-object code if a further breakdown of object is employed. Valid values are located on the Sub-Object (SOBJ) window.
Job	8	**Conditional.** Optional if “Labor Distribution Override Option” is “Use Entered Accounting Values”; otherwise, leave blank. Enter the job code used to track specific costs associated with particular projects or jobs. Valid values are located on the Job Index (JOBT) window.
Reporting Category	4	**Conditional.** Optional if “Labor Distribution Override Option” is “Use Entered Accounting Values”; otherwise, leave blank. Enter the reporting category into which the position falls. Valid values are located on the Reporting Category (RPTG) window.
Check Distribution	Radio Buttons	Defaults to **Pay Address**. Select a value that denotes the place where an employee's pay check is delivered. Valid values are **Home** if the check is mailed to the employee's home; **Pay Location** if the check is sent to a specified pay location; and **Pay Address** if the check is sent to a specified alternate address.

Agency Specific Data (AGYD)

Purpose

The Agency Specific Data (AGYD) window is used to record and view information regarding an employee's home organization, pay and work locations, agency-specific identification, seniority, work cycle, and check distribution.

AGYD Coding Instructions

Field Name	Length	Definition
Name	Display Only	Displays the employee's full name (last name, first name, and middle initial).
Employee ID	10	**Required.** Enter the employee's social security number.
Appointment ID	1	**Conditional.** If an employee holds more than one position, enter the appointment identification number to indicate which position is affected. Leave blank to indicate the employee's primary appointment.
Agency Action	5	**Required.** Enter the agency-specific action code. Valid values are located on the Personnel Action (PACT) window.
Agency Reason	3	**Optional.** Enter the reason code for the "Personnel Action". Valid values are located on the Personnel Action Reason (PART) window.
Effective Date	6	**Required.** Enter the date (*mm/dd/yy*) the agency-specific information is effective. Displays the last date (*mm/dd/yy*) the agency-specific information is in effect.
Expiration Date	Display Only	**Note:** The system displays **99/99/99** as the expiration date on the most recent transaction. As a subsequent transaction is completed, the expiration date for the previous transaction is automatically updated to the day before the effective date of the new transaction.

Home Agency	Display Only	Displays the code for the agency to which the employee reports.
Home Organization	4	**Required.** Enter the code for the organization to which the employee reports. Valid values are located on the Organization Index (ORGN) window.
Pay Location	6	**Required.** Enter the code for the employee's pay location. Valid values are located on the Location (LOC) window.
Work Location	6	Defaults to the “Pay Location” entry. Enter the code for the employee's work location. Valid values are located on the Location (LOC) window.
Work Location Phone 1	10	**Optional.** Leave blank, or enter the employee's first work location telephone number.
Ext	4	**Optional.** Leave blank, or enter the extension to the employee’s first work location telephone number.
Work Location Phone 2	10	**Optional.** Leave blank, or enter the employee's second work location telephone number.
Ext	4	**Optional.** Leave blank, or enter the extension to the employee’s second work location telephone number.
Agency Specific ID	5	**Optional.** Leave blank, or enter the employee's agency-specific identification number.
Work Cycle	5	**Required.** Leave blank, or enter the employee's work cycle code. Valid values are located on the Work Cycle (WKCY) window.
Seniority Date	6	**Optional.** Leave blank, or enter the employee's seniority date.
Seniority Number	6	**Optional.** Leave blank, or enter the employee's seniority number.
Check Distribution	Radio Buttons	Defaults to Pay Address. Select a value that denotes the place where an employee's pay check is delivered. Valid values are Home if the check is mailed to the employee's home; Pay Location if the check is sent to a specified pay location; and Pay Address if the check is to be sent to a specified alternate address.

Applicant Address Maintenance (AADD)

Purpose

The Applicant Address Maintenance (AADD) window is used to record and view changes in the applicant's home and mailing address information.

AADD Coding Instructions

Field Name	Length	Definition
Name	Display Only	Displays the applicant's full name (last name, first name, and middle initial).
Applicant ID	10	**Required.** Enter the applicant's identification number. Valid values are located on the Applicant Name Inquiry (QANM) window.
Effective Date	6	**Required.** Enter the date the new home and/or mailing address is effective.
Expiration Date	Display Only	Displays the last day the applicant's address information is valid.
Private Home	Radio Buttons	Default is Not Applicable. Select Yes to indicate that the applicant's home address is a private home. Select No to indicate that the applicant's home address is not a private home. Select Not Applicable if the information does not apply or is unknown.
Mailing Address Same as Home Address	Checkbox	Default is clear. Check this box to indicate the mailing address is the same as the home address. Clear if the mailing address is not the same as the home address.
Residency	1	**Optional.** Leave blank, or enter the code to indicate the nature of the applicant's residency requirement waiver. Valid values are located on the Residency (RESD) window.
Home Address (1-2)	30 x 2	**Required.** Enter the new home address (street number, street, and apartment number, if applicable). Use the second line to continue the address if space runs out.

City	19	**Required.** Enter the name of the city.
State	3	Required. Enter the state code of the home address. See the State (ST) window for valid values.
Zip	9	**Required.** Enter the zip code. Only the first five digits are required.
Country	3	Default is USA. Enter the country code of the address. See the Country (CTRY) window for valid values.
Phone	10	**Optional.** Leave blank, or enter the telephone number (area code and number).
Extension	4	**Optional.** Leave blank, or enter the extension of the telephone number, if applicable.

Applicant Attribute Maintenance (AATT)

Purpose

The Applicant Attribute Maintenance (AATT) window is used to record and view basic personal applicant information such as education at the time of application, veteran status and military service.

AATT Coding Instructions

Field Name	Length	Definition
Name	Display Only	Displays the employee's full name (last name, first name, and middle initial).
Applicant ID	10	**Required.** Enter the applicant's ID. Valid applicant identification numbers are located on the Applicants by Name QANM) window.
Social Security Number	9	**Optional.** Leave blank, or enter the applicant's social security number.
Gender	Radio Buttons	Default is Male. Select either Male or Female to indicate the gender of the applicant.

Citizenship Status	Radio Buttons	Default is Natural Citizen. Select a value to indicate the citizenship status of the applicant. Valid values are Natural Citizen, Naturalized Citizen and Alien.
Conviction	Radio Buttons	Default is Not Applicable. Select Yes if the applicant has ever been convicted of a crime. Select No if the applicant has never been convicted of a crime. Select Not Applicable if no information was provided.
Disability	5	**Optional.** Leave blank, or enter the code for the applicant's self-declared disability. Valid values are located on the Disability Type (DSBL) window.
Ethnicity	1	**Required.** Enter the applicant's ethnicity code. Valid values are located on the Ethnicity (ETHN) window.
Verify Degree	Checkbox	Default is clear. Check this box if the degree has been verified. Clear if the degree has not been verified.
Degree	3	**Conditional.** Required if "Verify Degree" is selected; otherwise, optional. Enter the degree code for the highest degree obtained at the time of application. Valid values are located on the Degree (DEGR) window.
Graduation Year	4	**Input Conditional. Required if "Verify Degree" is selected. Enter the year (ccyy) the degree was obtained.**
Educational Major	3	**Conditional.** Required if "Verify Degree" is selected; otherwise, optional. Enter the code for the educational major. Valid values are located on the Formal Education Major (MAJR) window.
School	6	**Optional.** Leave blank, or enter the code for the school attended. Valid values are located on the School (SCHL) window.
Veteran Status	2	Default is U. Enter the code that indicates whether the applicant is a veteran, and if so, the most current veteran standing. Valid values are located on the Veteran Status (VETS) window.
Pref Credit Used Date	6	**Optional.** Leave blank, or enter the date (*mm/dd/yy*) on which the applicant used veteran's credits.

Service Branch	2	**Conditional.** Required if "Veteran Status" indicates the employee is a veteran; otherwise, optional. Enter the code that indicates in which branch of the Armed Forces the applicant served. Valid values are located on the Military Branch (MILB) window.
Reserve Branch	2	**Conditional.** Required if "Veteran Status" indicates the employee is a veteran and the applicant is in the reserves; otherwise, optional. Enter the code that indicates whether the applicant is in the reserves, and what kind of reserve the applicant is in. Valid values are located on the Military Branch (MILB) window.
Retro Seniority Date	6	**Optional.** Leave blank, or enter the retroactive seniority date (*mm/dd/yy*).
Highest Rank	4	**Conditional.** Required if "Veteran Status" indicates the employee is a veteran; otherwise optional. Enter the code that indicates the highest military rank held by the applicant while in active service in the Armed Forces. Valid values are located on the Military Rank (RANK) window.
Discharge Type	2	**Conditional.** Required if "Veteran Status" indicates the employee is a veteran; otherwise, optional. Enter the code that indicates the type of discharge the applicant received from the Armed Services. Valid values are located on the Discharge Type (DSCG) window.
Discharge Date	6	**Conditional.** Required if "Veteran Status" indicates the employee is a veteran; otherwise, optional. Enter the date (*mm/dd/yy*) the applicant was discharged.
User Fields (1-5)	1 x 5 5 x 5	**Optional.** These fields are for site specific use.

Applicant Education History (AEDH)

Purpose

The Applicant Education History (AEDH) window is used to record and view an applicant's education history. The information captured includes degrees, schools, grade point averages, and major(s) and minor(s).

AEDH Coding Instructions

Field Name	Length	Definition
Name	Display Only	Displays the applicant's full name (last name, first name, and middle initial).
Applicant ID	10	**Required.** Enter the applicant's identification number.
School (1-2)	Display Only	**Required.** Enter the code for the school that the applicant attended, attends, or will attend. Valid values are located on the School (SCHL) window.
Degree (1-2)	Display Only	**Required.** Enter the type of degree that the applicant has received or is working toward. Valid values are located on the Degree (DEGR) window.
Start Date	6	**Required.** Enter the date (*mm/dd/yy*) that the applicant began or begins working toward the specified degree. The start date can precede the applicant's application date.
End Date	6	**Optional.** Leave blank, or enter the date (*mm/dd/yy*) that the applicant received or will receive the specified degree.
Degree Major(s) (1-4)	3 x 2 Display Only	**Optional.** Leave blank, or enter the subject that the applicant is majoring in. If the applicant has a dual major, enter both subjects. Valid values are located on the Formal Education Major (MAJR) window.
Degree Minor (1-2)	3 Display Only	**Optional.** Leave blank, or enter the applicant's academic minor. Valid values are located on the Formal Education Major (MAJR) window.
Grade Point Average	6	**Conditional.** Required if “Grade Point Basis” is entered. Enter the applicant's Grade Point Average (GPA).
Grade Point Basis	6	**Conditional.** Required if the “Grade Point Average” is entered. Enter the basis for the Grade Point Average. For

		example, the applicant may have achieved a 3.75 GPA out of a possible 4.0. In this case, the grade point basis is 4.0.
Credits Earned	6	**Optional.** Leave blank, or enter the number of credits earned by the applicant.
Credits Required	6	**Optional.** Leave blank, or enter the number of credits required to obtain the specified degree or degrees.
Credit Basis	Dropdown Menu	Default is **None**. Select a value to indicate the basis for the "Credits Earned" and "Credits Required". Valid values are C**lassroom, Quarter, Semester, Trimester, Continuing Education Unit, Other** and **None**.
Degree Earned	Checkbox	Default is clear. Check this box to indicate that the applicant received the specified degree. Clear to indicate that the applicant has not received the specified degree.
Degree Verified	Checkbox	Default is clear. Check this box to indicate that the specified degree or degrees have been verified. Clear to indicate that the specified degree or degrees have not been verified.
Description of Educational Background	150	**Optional.** Leave blank, or describe the educational background of the applicant.

Applicant Education Summary (QADS)

Purpose

The Applicant Education Summary (QADS) inquiry summarizes an applicant's education history. It lists all of the schools the applicant has attended or is attending, and the degree pursued at each school. In addition, it provides the applicant's grade point average, the dates the applicant attended the school, and whether or not the degree has been verified. Selection Criteria: Applicant ID, School, Degree, Start Date, Start Date with End Date.

QADS Coding Instructions

Field Name	Length	Definition
Name	Display Only	Displays the applicant's full name: last name, first name, and middle initial.
Applicant ID	10	**Required.** Enter the applicant's ID number to retrieve applicant education information.
School	6	**Optional.** You can enter a code to start the query at a particular school that the applicant attended. A code identifying the school is displayed.
Degree	3	**Optional.** You can enter a degree code to start the query at a specific degree. The code indicating the applicant's degree or the degree the applicant is currently working towards is displayed.
Start Date	6	**Optional.** You can enter the date the applicant started attending a school to start the query at a specific date. Start Date with End Date can be entered to specify the date range for a historical scan. The date the applicant started attending the school is displayed.
End Date	Display Only	Displays the date the applicant stopped attending the school.
Major(s)	Display Only	Displays the applicant's major at the indicated school.
Minor	Display Only	Displays the applicant's minor at the indicated school.
Degree Earned	Display Only	Displays the degree the applicant earned.
GPA	Display Only	Displays the applicant's grade point average.
Degree Verified	Display Only	Displays whether or not someone at your site has verified the applicant's degree.

Applicant Evaluation (APEV)

Purpose

The Applicant Evaluation (APEV) window is used to record test and "other factor" information for an applicant. Examples of tests are typing, stenography, etc. An example of "other factor" is fluency in a language. Each test or factor can be paired with a raw score. Each raw score is multiplied by a weighting factor defined on the Job Requirements (JBRQ) window entry associated with the job notice for which the application was submitted. The weighted scores are then added together to provide totals for test scores and other factors, as well as a combined score.

APEV Coding Instructions

Field Name	Length	Definition
Name	Display Only	Displays the applicant's full name (last name, first name, and middle initial).
Applicant ID	10	**Required.** Enter the applicant's identification number.
Application Date	Display Only	Displays the date of the application as displayed on the Job Application (JOBA) window.
Job Notice ID	10	**Required.** Enter the job notice identification number.
Weighted Totals Tests	Display Only	Displays the weighted total of test scores that are calculated by the system.
Weighted Totals Other	Display Only	Displays the weighted total of other factor scores that are calculated by the system.
Weighted Totals Combined	Display Only	Displays the sum of the weighted total of the test scores and the weighted total of the other factor scores.
Minimum Scores Tests	Display Only	Displays the minimum test score required. This score is defined on the Job Requirements (JBRQ) window.
Minimum Scores Other	Display Only	Displays the minimum other factors score required. This score is defined on the Job Requirements (JBRQ) window.
Minimum Scores Combined	Display Only	Displays the minimum combined score required. This score is defined on the Job Requirements (JBRQ) window.
Test Raw Score (1-4)	8 x 4	**Optional.** Leave blank, or enter the applicant's test scores.

Factor Raw Score	8 x 14	**Optional.** Leave blank, or enter the applicant's "other factors" scores.
Comments	120	**Optional.** Leave blank, or enter any additional comments.

Applicant ID Change (AIDC)

Purpose

The Applicant ID Change (AIDC) window is used to record changes to the applicant's identification number.

AIDC Coding Instructions

Field Name	Length	Definition
Name	Display Only	Displays the applicant's full name (last name, first name, and middle initial).
Current Applicant ID	10	**Required.** Enter the applicant's existing identification number. Valid values are located on the Applicant Name Inquiry (QANM) window.
New Applicant ID	10	**Required.** Enter the applicant's new identification number. **Note:** This may be an alpha and/or numeric entry.

Applicant Licenses and Certifications (ALCN)

Purpose

The Applicant Licenses and Certifications (ALCN) window is used to record and view information about an applicant's licenses and certificates.

ALCN Coding Instructions

Field Name	Length	Definition

Name	Display Only	Displays the applicant's full name (last name, first name, and middle initial).
Applicant ID	10	**Required.** Enter the applicant's identification number.
License/Certification Type	5	**Required.** Enter the code for the type of license/certificate held by the applicant. Valid values are located on the License Type (LTYP) window.
Issue Country	3	Default is USA. Enter the code for the country that issued the license. Valid values are located on the Country (CTRY) window.
Issue State	3	**Optional.** Leave blank, or enter the code for the state that issued the license. Valid values are located on the State (ST) window.
License/Certificate Number	30	**Required.** Enter the number of the special license or certificate.
Effective Date	6	Default is the current date. Enter the date (*mm/dd/yy*) the information becomes effective.
Expiration Date	6	Default is **99/99/99**. Enter the last date (*mm/dd/yy*) the information is in effect.
Comments	75	**Optional.** Leave blank, or enter any additional comments.

Applicant Name Change (ANCH)

Purpose

The Applicant Name Change (ANCH) window is used to record and view changes to an applicant's name. The system changes the applicant's name on every existing record.

ANCH Coding Instructions

Field Name	Length	Definition

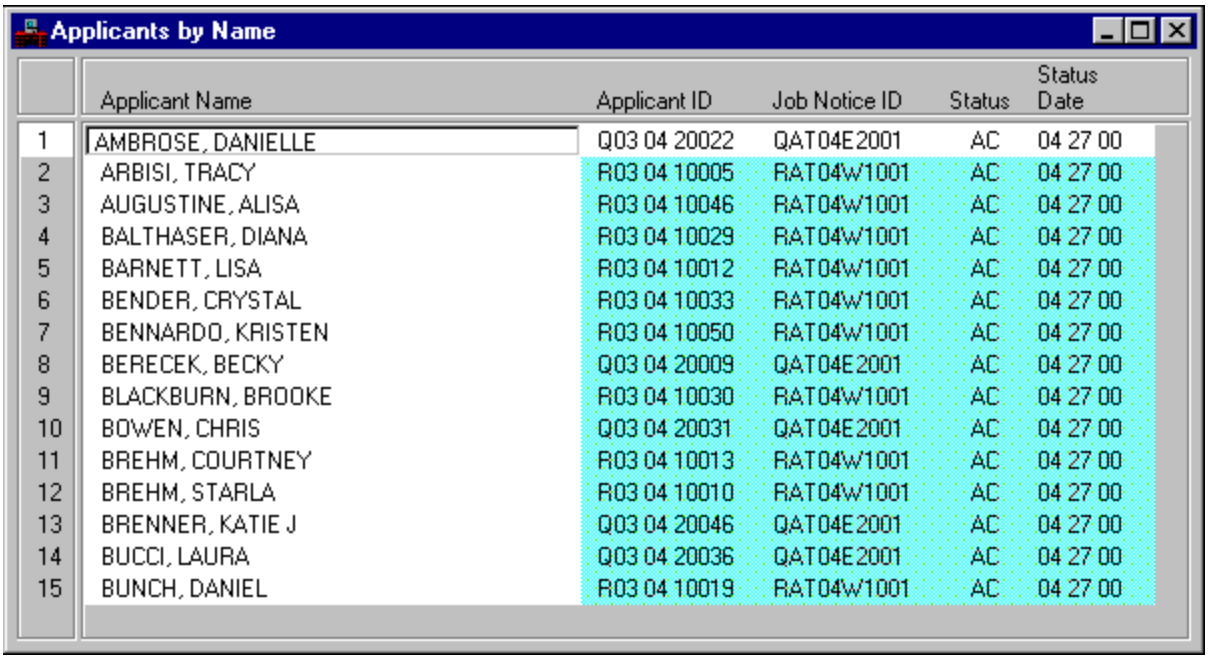
Current Name	Display Only	Displays the applicant's existing full name (last name, first name, and middle initial).
Applicant ID	10	**Required.** Enter the applicant's identification number. Valid values are located on the Applicant Name Inquiry (QANM) window.
Effective Date	6	**Required.** Enter the date (*mm/dd/yy*) that the new name becomes effective. A future date for a name change cannot be entered. To future date the new name, enter the data and update it to suspense for processing at a later date.
Expiration Date	Display Only	Displays the last date (*mm/dd/yy*) the existing name is in effect.
Name Change Reason	5	**Optional.** Leave blank, or enter the name change reason code. Valid values are located on the Name Change Reason (NMCR) window.
Prefix	5	**Optional.** Leave blank, or enter the applicant's new name prefix. Valid values are located on the Name Prefix (PREX) window.
First	15	**Required.** Enter the applicant's new first name.
Middle	15	**Optional.** Leave blank, or enter the applicant's new middle name or initial.
Last	20	**Required.** Enter the applicant's new last name.
Suffix	5	**Optional.** Leave blank, or enter the applicant's new name suffix. Valid values are located on the Name Suffix (SUFX) window.

Applicant Name Inquiry (QANM)

Purpose

The Applicant Name Inquiry (QANM) window provides a convenient way to look up basic information about an applicant using the applicant's name. The information includes the applicant's ID and the ID of the job notice to which the applicant applied. Selection Criteria is the applicant’s name.

QANM Coding Instructions



Field Name	Length	Definition
Applicant Name	30	**Optional.** You can enter a full or partial name of an applicant to start the query at a specific point in the applicant list. For example, if the applicant's name starts with a "W", you can enter W in the field. The applicant list begins with the first name that starts with a "W". The applicant's full name is displayed in last name, first name, and middle initial order.
Applicant ID	Display Only	The number assigned to identify the applicant is displayed.
Job Notice ID	Display Only	All job notices for which an applicant has applied is displayed.
Status	Display Only	The status of the applicant's application is displayed.
Status Date	Display Only	The date the status of the application was entered is displayed.

Applicant Prior Work History (AWRK)

Purpose

The Applicant Prior Work History (AWRK) window is used to record and view an applicant's employment history. The information captured includes the types of work experience, the applicant's current employer, and length of employment.

AWRK Coding Instructions

Field Name	Length	Definition
Name	Display Only	Displays the applicant's full name (last name, first name, and middle initial).
Applicant ID	10	**Required.** Enter the code that identifies the applicant.
Work Type	6	**Required.** Enter the code for the type of work that the applicant performed. Valid values are located on the Work Type (WKTP) window.
From	6	**Required.** Enter the date (*mm/dd/yy*) that the applicant first held the position.
To	6	Default is **99/99/99**. Enter the last date (*mm/dd/yy*) that the applicant held the position.
Salary	10	**Optional.** Leave blank, or enter the amount of salary the applicant was paid for the specified job.
Basis	Dropdown Menu	Defaults to None. If “Salary” is entered, select a value to indicate the applicant's salary basis for the specified job. Valid values are Annual, Contract, Daily, Hourly, Pay Period, Monthly and None.
Title	15	**Optional.** Leave blank, or enter the applicant's job title for the specified job.
Employer	30	**Optional.** Leave blank, or enter the name of the person or company that employed the applicant in the specified job.
Address (1-2)	30 x 2	**Optional.** Leave blank, or enter the address of the person or company that employed the applicant in the specified job. Use the second line to continue the address if additional space is needed.

City	19	**Optional.** Leave blank, or enter the employer's city.
State	3	**Optional.** Leave blank, or enter the code for the employer's state. Valid values are located on the State (ST) window.
Zip Code	9	**Optional.** Leave blank, or enter the prior employer's zip code.
Country	3	Default is USA. Enter the country code for the employer. Valid values are located on the Country (CTRY) window.
Phone	10	**Optional.** Leave blank, or enter the employer's telephone number (area code and number).
Extension	4	**Optional.** Leave blank, or enter the extension of the telephone number.
Supervisor	30	**Optional.** Leave blank, or enter the name of the applicant's supervisor for the specified job.
Description of Duties	470	**Optional.** Leave blank, or enter any additional information about the specified job.

Applicant References (AREF)

Purpose

The Applicant Reference (AREF) window maintains data on references for each applicant. References are identified by their first and last names, and such information as their title, employer, address, city/state/country, zip code, and phone numbers. In addition, the date that the reference check letter was sent, the date a response was received, and two lines of comments can be maintained.

AREF Coding Instructions

Field Name	Length	Definition
Name	Display Only	Displays the applicant's full name (last name, first name, and middle initial).
Applicant ID	10	**Required.** Enter the number identifying the applicant whose reference information is being added, changed or expired. Valid

		applicant identification numbers are located on the Applicants by Name QANM) window.
Prefix	5	**Optional.** Leave blank, or enter the prefix that reflects the personal status of the reference. Valid values are located on the Name Prefix (PREX) window.
First	15	**Required.** Enter the first name of the reference whose information is being added, changed or expired.
Middle	15	**Optional.** Leave blank, or enter the middle name or initial of the reference whose information is being added, changed or expired.
Last	20	**Required.** Enter the last name of the reference whose information is being added, changed or expired.
Suffix	5	**Optional.** Leave blank, or enter the name suffix of the reference (e.g., Jr., Sr., etc.). Valid values are located on the Name Suffix (SUFX) window.
Employer	30	**Optional.** Leave blank, or enter the name of the reference's employer.
Title	30	**Optional.** Leave blank, or enter the title of the reference.
Address (1-2)	30 x 2	**Optional.** Leave blank, or enter the address of the reference's employer. Use the second line to continue the business address if additional space is needed.
City	19	**Optional.** Leave blank, or enter the city name of the address of the reference's employer.
State	3	**Optional.** Leave blank, or enter the state code of the address of the reference's employer. Valid values are located on the State (ST) window.
Zip	9	**Optional.** Leave blank, or enter the zip code of the address of the reference's employer.
Country	3	Default is USA. Enter the country of the address of the reference's employer. Valid values are located on the Country (CTRY) window.

Phone	10	**Optional.** Leave blank, or enter the phone number (area code and number) of the reference's employer.
Extension	4	**Optional.** Leave blank, or enter the extension of the telephone number of the reference's employer.
Letter Sent	6	**Optional.** Leave blank, or enter the date (mm/dd/yy) the reference check letter was sent.
Response Received	6	**Optional.** Leave blank, or enter the date (mm/dd/yy) a response to the reference check letter was received.
Rating	5	**Optional.** Leave blank, or enter the code identifying what type of rating the reference gave the applicant. Valid values are located on the Interview Rating Code (IRTG) window.
Comments	120	**Optional.** Leave blank, or enter any additional comments.

Applicant Scheduled Activities (APSA)

Purpose

The Applicant Scheduled Activities (APSA) window is used to record and view additional activities needed to process an application. For example, an applicant may need to take an exam, complete an interview, or provide additional information.

APSA Coding Instructions

Field Name	Length	Definition
Name	Display Only	Displays the applicant's full name (last name, first name, and middle initial).
Applicant ID	10	**Required.** Enter the applicant identification number.
Job Notice ID	10	**Required.** Enter the job notice identification number for which the applicant is a candidate.
Activity	5	**Required.** Enter the activity code. Valid values are located on the Applicant Tracking Activity (ATVY) window.

Scheduled Date	6	**Optional.** Leave blank, or enter the date (*mm/dd/yy*) the activity is scheduled to occur.
Actual Date	6	**Optional.** Leave blank, or enter the date (*mm/dd/yy*) the activity actually occurred.
Result	5	**Optional.** Leave blank, or enter the activity result code. Valid values are located on the Activity Result (RSLT) window.
Comments	60	**Optional.** Leave blank, or enter any additional information.

Applicant Selection Definition (ASDF)

Purpose

The Applicant Selection Definition (ASDF) window defines applicant selection codes that are used as criteria for building recommended applicant lists. All indicated criteria must be met by an applicant in order to be selected, unless the field is labeled explicitly with "or". For example, the applicant must have an Ethnicity value of A or B or C, and a Gender value of Female. All applicants who meet these criteria are displayed on the Recommended Applicant List (RAPL) window.

ASDF Coding Instructions

Field Name	Length	Definition
Applicant Selection ID	5	**Required.** Enter the applicant selection code you are adding, changing, or deleting.
Ethnicity (1-4)	1x4	**Optional.** Enter up to four ethnicity codes to use as selection criteria. Applicants with an ethnicity code that matches one of those entered here are selected. See the Ethnicity (ETHN) window for valid values.
Gender	Display Only	**Optional.** Leave blank to select both male and female applicants. Enter **M** to select only male applicants or **F** to select only female applicants.
Preferred Start Date Is	6	**Optional.** Enter the latest preferred applicant start date in (mm/dd/yy) format. This date is used to select applicants with

		preferred start dates that are equal to or earlier than the date entered in this field.
Interview Average Is	8	**Optional.** Enter the minimum accepted interview average. Only applicants with a weighted interview average greater than or equal to this value are selected. The weighted average is calculated based on all of the completed Job Interview records entered for the applicant. If interview scores have only been partially recorded on a job interview, that job interview is not used in the calculation of the weighted interview average. The weighted interview average is calculated as the total of the weighted scores from completed job interviews divided by the number of completed job interviews.
Other Factors Total Is	8	**Optional.** Enter the minimum accepted other factors total. Only applicants with an "other factors" total greater than or equal to this value are selected.
Recommendation (1-2)	5x2	**Optional.** Enter up to two recommendation codes to use as selection criteria. Applicants with at least one of the recommendation codes on at least one job interview are selected. See the Recommendation (RCMD) window for valid values.
Skills (1-4)	5x4	**Optional.** Enter up to eight skills to use as selection criteria. The operator value following this field (**or, and, n/a**) indicates selected applicants must have one or all of the preceding skills. See the Skills (SKLS) window for valid values. Select **and** to indicate selected applicants must possess all skills. Select **or** to indicate selected applicants must possess only one of the listed skills.
Licenses (1-5)	5x5	**Optional.** Enter up to five licenses to use as selection criteria. The operator value following this field (**or, and, n/a**) indicates selected applicants must have one or all of the licenses. See the License Type (LTYP) window for valid values. Select **and** to indicate selected applicants must have all specified licenses. Select **or** to indicate selected applicants must have only one license.

Exclude Job Notice(1-4)	10x4	**Optional.** Enter up to four job notice ID's to exclude from the selection criteria. Any job applications applying for the listed job notices are not selected. This field must be blank if any values are entered in the Include Job Notice field.
Include Job Notice (1-4)	10x4	**Optional.** Enter up to four job notice ID's to include in the selection criteria. If any values are entered in this field, only job applications for these job notices are selected. This field must be blank if any values are entered in the Exclude Job Notice field.

Applicant Skills Profile (ASKL)

Purpose

The Applicant Skills Profile (ASKL) window is used to record and view skills information for applicants. The information captured includes the skills the individual possesses and the applicant's proficiency in these skills.

ASKL Coding Instructions

Field Name	Length	Definition
Name	Display Only	Displays the applicant's full name (last name, first name, and middle initial).
Applicant ID	10	**Required.** Enter the applicant's identification number.
Skill	5	**Required.** Enter the applicant's skill code. Valid values are located on the Skill (SKLS) window.
Effective Date	6	**Required.** Enter the date (*mm/dd/yy*) that the applicant acquired the skill.
Expiration Date	6	Default is **99/99/99**. Enter the expiration date (*mm/dd/yy*) of the applicant's proficiency in the skill.
Skill Level	5	**Optional.** Leave blank, or enter the applicant's proficiency or skill level. Valid values for skill level depend on the type of skill. If "Edit Type" on the Skill (SKLS) window is blank, any skill level can be

		entered. If “Edit Type” on the Skill (SKLS) window is “T”, skill level must be on the Skill Level (SKLL) window. If “Edit Type” on the Skill (SKLS) window is “N”, skill level must be numeric. Valid values are located on the Skill Level (SKLL) window.
Months Experience	3	**Optional.** Leave blank, or enter the number of months of experience in the skill.
Verified	1	**Required.** Enter Y if the applicant's proficiency in the skill has been verified. Enter N if the skill has not been verified.
Comments	60	**Optional.** Leave blank, or enter any additional comments.

Applicant SSN Change (ASSC)

Purpose

The Applicant SSN Change (ASSC) window allows you to make changes to an applicant's social security number. It can also be used to delete an applicant's social security number.

ASSC Coding Instructions

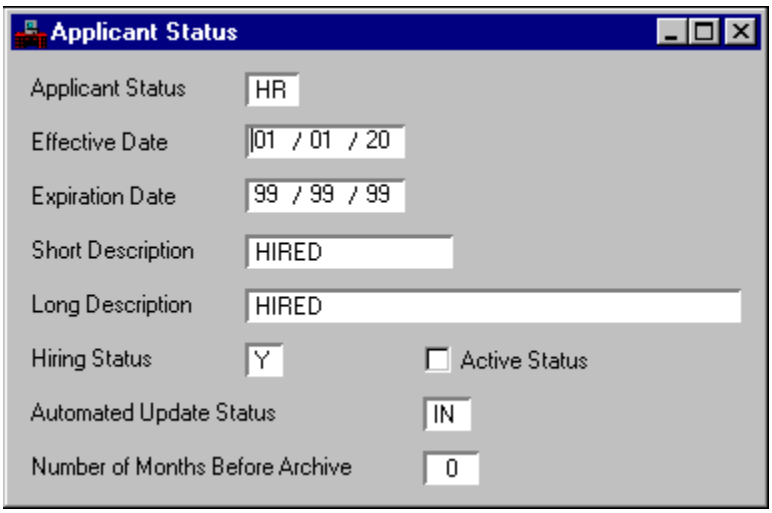
Field Name	Length	Definition
Name	Display Only	Displays the applicant's full name (last name, first name, and middle initial).
Applicant ID	10	**Required.** Enter the applicant's identification number. Valid values are located on the Applicant Name Inquiry (QANM) window.
Current Applicant Social Security Number	Display Only	Displays the applicant's existing social security number.
New Applicant Social Security Number	9	**Optional.** Enter the applicant's new or changed social security number.

Applicant Status (APST)

Purpose

The Applicant Status (APST) window is used to define the codes which describe the status an applicant may hold in the application process. For example, a code of “AC” can be defined as “Active” to indicate the applicant is actively applying for a job notice, or a code of “HI” can be defined as “Hired” to indicate the applicant has been hired and is now an employee.

APST Coding Instructions



Field Name	Length	Definition
Applicant Status	2	**Required.** Enter the applicant status code you are adding, changing, or deleting.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	Default is **99/99/99**. Enter the last date the status is valid.
Short Description	12	**Required.** Enter the new or changed short description of the applicant status code.
Long Description	30	Default is **Short Description**. Enter the new or changed long description of the applicant status code.

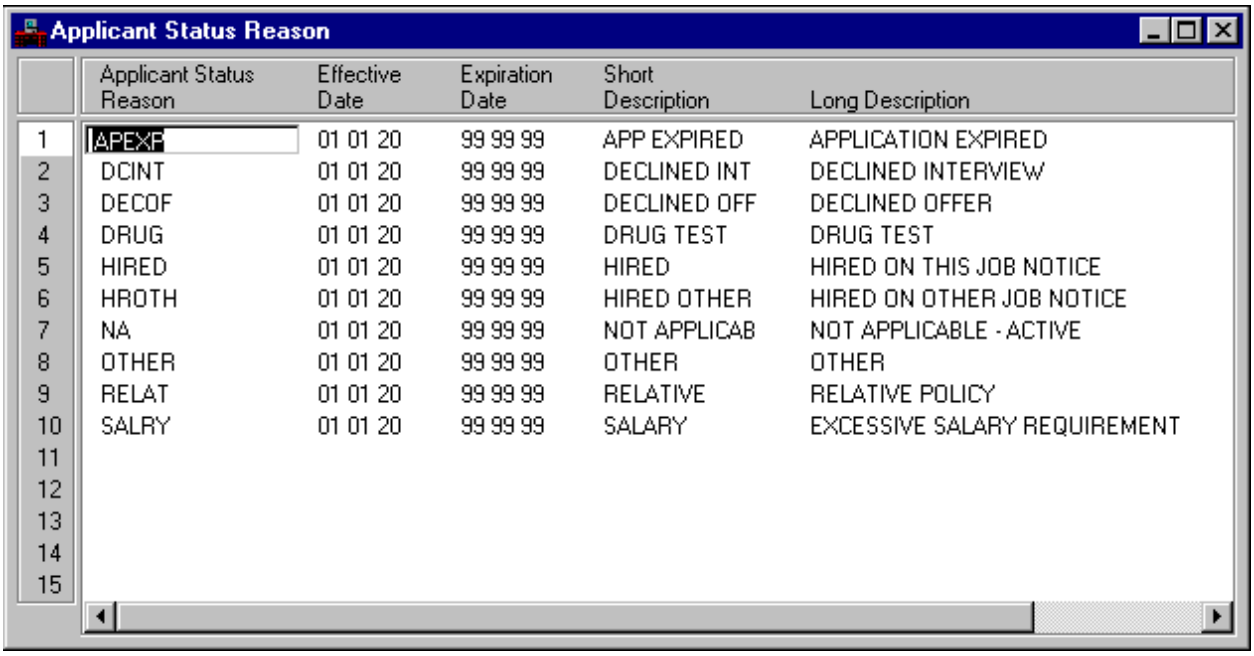
Hiring Status	1	**Required.** Enter a status code to indicate whether or not the applicant has been hired. Valid values are **Y** (Applicant has been hired), **N** (Applicant has not been hired) and **A** (Applicant is allowed to be appointed). **Note**: This applicant can only be hired via the Employment Status Maintenance Transaction (ESMT).
Active Status	Checkbox	**Required.** Select to indicate an active applicant, or clear to indicate an inactive applicant.
Automated Update Status	2	**Optional.** Enter the status code which is automatically entered on all of an applicant's remaining job applications when the primary status code is entered on one application. For example, if an applicant applied for five job notices and is hired for one, then a hired status is entered for the accepted job application and all of the applicant's other jobs application statuses are updated to an Automated Update Status that indicates the applicant is unavailable.
Number of Months Before Archive	3	**Optional.** Enter the number of months before a job application associated with this status may be archived, or enter **zero (0)** to indicate the job application can not be archived. This field must be zero if the Active Status is “Y”.

Applicant Status Reason (APSR)

Purpose

The Applicant Status Reason (APSR) window is used to define codes which describe the reasoning used in assigning an applicant an application status code. For example, an applicant might have a status of “Unav.” to indicate the applicant is currently unavailable to be hired.

APSR Coding Instructions



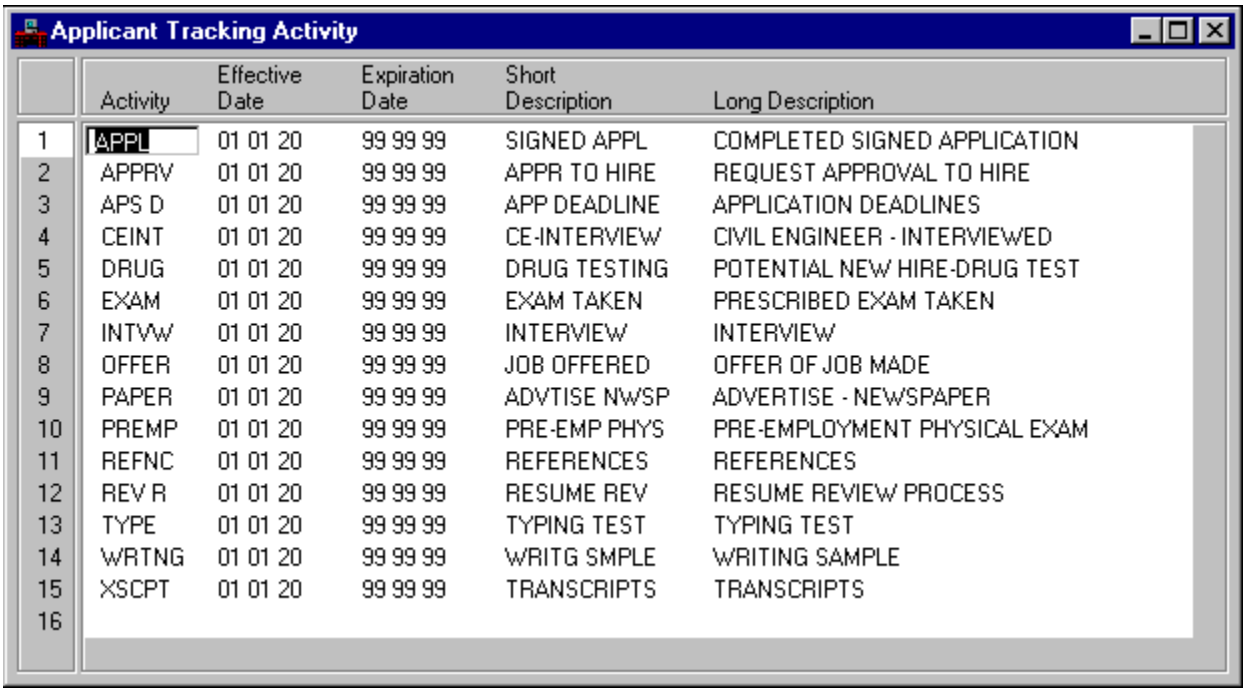
Field Name	Length	Definition
Applicant Status Reason	5	**Required.** Enter the applicant status reason code you are adding, changing, or expiring.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	Default is **99/99/99**. Enter the last date the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the applicant status reason code.
Long Description	30	Default is **Short Description**. Enter the new or changed long description of the applicant status reason code.

Applicant Tracking Activity (ATVY)

Purpose

The Applicant Tracking Activity (ATVY) window is used to define the codes which describe any activities associated with a job notice that an applicant participates in during the interview process (i.e., a typing test or a technical interview).

ATVY Coding Instructions



	Activity	Effective Date	Expiration Date	Short Description	Long Description
1	APPL	01 01 20	99 99 99	SIGNED APPL	COMPLETED SIGNED APPLICATION
2	APPRV	01 01 20	99 99 99	APPR TO HIRE	REQUEST APPROVAL TO HIRE
3	APS D	01 01 20	99 99 99	APP DEADLINE	APPLICATION DEADLINES
4	CEINT	01 01 20	99 99 99	CE-INTERVIEW	CIVIL ENGINEER - INTERVIEWED
5	DRUG	01 01 20	99 99 99	DRUG TESTING	POTENTIAL NEW HIRE-DRUG TEST
6	EXAM	01 01 20	99 99 99	EXAM TAKEN	PRESCRIBED EXAM TAKEN
7	INTVW	01 01 20	99 99 99	INTERVIEW	INTERVIEW
8	OFFER	01 01 20	99 99 99	JOB OFFERED	OFFER OF JOB MADE
9	PAPER	01 01 20	99 99 99	ADVTISE NWSP	ADVERTISE - NEWSPAPER
10	PREMP	01 01 20	99 99 99	PRE-EMP PHYS	PRE-EMPLOYMENT PHYSICAL EXAM
11	REFNC	01 01 20	99 99 99	REFERENCES	REFERENCES
12	REV R	01 01 20	99 99 99	RESUME REV	RESUME REVIEW PROCESS
13	TYPE	01 01 20	99 99 99	TYPING TEST	TYPING TEST
14	WRTNG	01 01 20	99 99 99	WRITG SMPLE	WRITING SAMPLE
15	XSCPT	01 01 20	99 99 99	TRANSCRIPTS	TRANSCRIPTS
16					

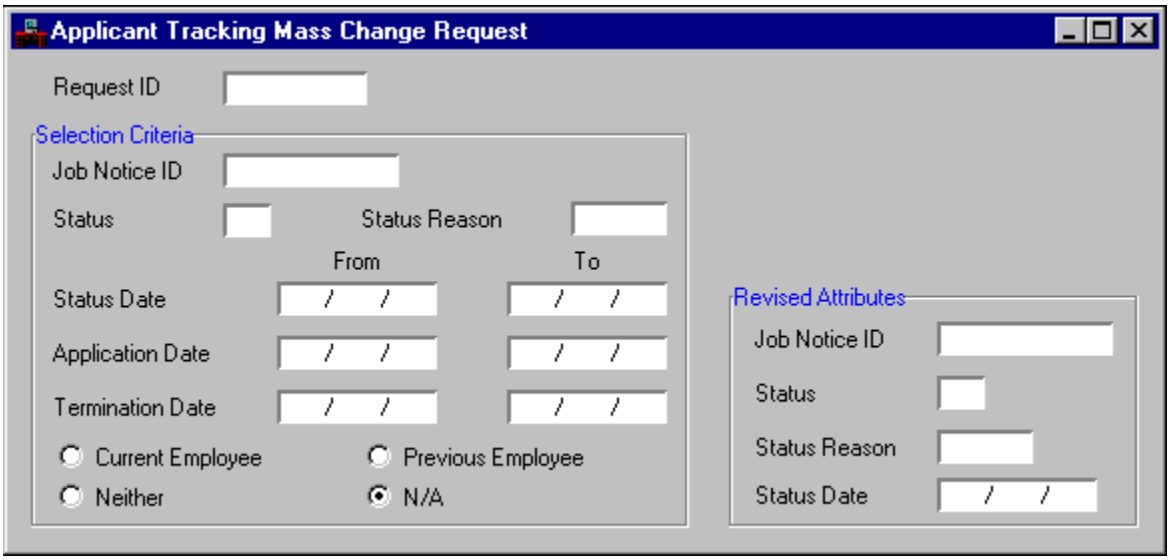
Field Name	Length	Definition
Activity	5	**Required.** Enter the activity code that you are adding, changing, or deleting.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	Default is **99/99/99**. Enter the last date the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the activity code.
Long Description	30	**Optional.** Default is **Short Description** entry. Enter the new or changed long description of the activity code.

Applicant Tracking Mass Change Request (AMAS)

Purpose

The Applicant Tracking Mass Change Request (AMAS) window is used when a single change is to be applied to multiple Job Application (JOBA) transactions. Ordinarily, these adjustments would be accomplished on an application by application basis. The applicant tracking mass change batch process provides a method for updating the attributes of a large group of applications. Entering data into the AMAS window is the first step of this batch process. The remaining steps in this process are detailed in the User's Guide. The Applicant Tracking Mass Change Request (AMAS) window allows you to create new job applications for all applicants who have applied for the job notice specified in the selection criteria. You can also use the window to change the application status, application status reason, and/or application status date of all applications for the job notice specified in the selection criteria. Selection Criteria are used to identify the exact group of applications for which the change should be made.

AMAS Coding Instructions



Field Name	Length	Definition
Request ID	8	**Optional.** If changing an existing request trigger, enter the number of the request trigger; otherwise, leave blank. If this field is left blank, the system defaults to an automatically assigned sequential request number.
Job notice ID	10	**Optional.** Enter the job notice ID of the job applications to be selected for processing. Valid values are located on the Job Notice (JNOT) window.

Status	2	**Optional.** Enter the applicant status code of the job applications to be selected for processing. Valid values are located on the Applicant Status (APST) window.
Status Reason	5	**Optional.** Enter the applicant status reason code of the job applications to be selected for processing. Valid values are located on the Applicant Status Reason (APSR) window.
Status Date From	6	**Optional.** Enter the earliest status date of the job applications to be selected for processing. When this date is entered, any job applications with a Status Date earlier than this date are not chosen.
Status Date To	6	**Optional.** Enter the latest status date of the job applications selected for processing. When this date is entered, any job applications with a Status Date later than this date are not chosen.
Application Date From	6	**Optional.** Enter the earliest application date of the job applications selected for processing. When this date is entered, any job applications with an Application Date earlier than this date are not chosen.
Application Date To	6	**Optional.** Enter the latest application date of the job applications selected for processing. When this date is entered, any job applications with an Application Date later than this date are not chosen.
Termination Date From	6	**Optional.** Enter the earliest application termination date of the job applications selected for processing. When this date is entered, any job applications with a Application Termination date earlier than this date are not chosen.
Termination Date To	6	**Optional.** Enter the latest application termination date of the job applications selected for processing. When this date is entered, any job applications with a Application Termination date later than this date are not chosen.
Current Employee, Previous	…	**Optional.** Enter the employment status of the applicants whose applications are selected for processing. Valid values are **Current Employee** (only applications submitted by current employees will

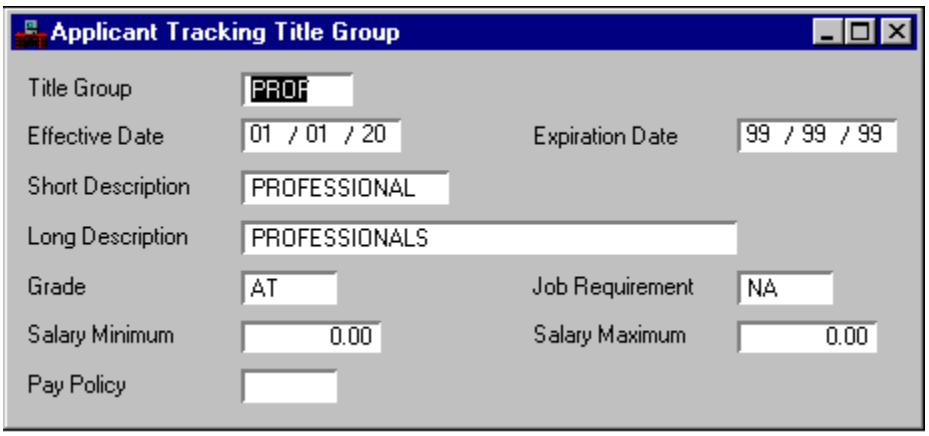
		Employee, Neither, N/A	be selected for processing), **Previous Employee** (only applications submitted by previous employees will be selected for processing), **Neither** (applications submitted by current or previous employees will not be selected for processing), and **N/A** (employment status is not to be used as a selection criteria).
Job Notice ID	8	**Optional.** Enter a job notice ID if you wish to create new job applications for applicants selected through the listed criteria. If you only wish to change the status, status reason, or status date on existing job notices, leave this field blank. Valid values are located on the Job Notice (JNOT) window.
Status	2	**Conditional.** Required if a revised job notice ID has been entered, optional otherwise. If a revised job notice ID has been entered, this field is required in order to create a new job application. If a revised job notice ID was not entered, this field can be used to update existing job applications selected based on the above criteria. If no revised job notice ID was entered, and you do not wish to change the status on the selected job applications, leave this field blank. Enter the revised status code. Valid values are located on the Applicant Status (APST) window.
Status Reason	5	**Conditional.** Required if a revised job notice ID has been entered, optional otherwise. If a revised job notice ID has been entered, this field is required in order to create a new job application. If a revised job notice ID was not entered, this field can be used to update existing job applications selected based on the above criteria. If no revised job notice ID was entered, and you do not wish to change the status reason on the selected job applications, leave this field blank. Enter the revised status reason code. Valid values are located on the Applicant Status Reason (APSR) window.
Status Date	6	**Required.** Enter the status date which applies to the revised or new Job Application (JOBA) transactions.

Applicant Tracking Title Group (ATTG)

Purpose

The Applicant Tracking Title Group (ATTG) window is used to define the salary range, job requirements and pay policy for a specific set of job notices.

ATTG Coding Instructions



Field Name	Length	Definition
Title Group	6	**Required.** Enter the title group code you are adding, changing, or expiring.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	Default is **99/99/99**. Enter the date the information expires.
Short Description	12	**Required.** Enter the short description of the title group code.
Long Description	30	Default is the **Short Description** entry. Enter the long description of the title group code.
Grade	5	**Required.** Enter the grade code associated with the specific title group. See the Grade (GRDE) window for valid values.
Job Requirement	5	**Required.** Enter the requirement code for the title group. The job requirement code links the title group to the specific job requirements. See the Job Requirement (JBRQ) window for valid values.

Salary Minimum	10	**Required.** Enter the minimum salary for the title group.
Salary Maximum	10	**Required.** Enter the maximum salary for the title group.
Pay Policy	5	**Optional.** Enter the pay policy code for the title group. See the Pay Policy (PPOL) window for valid values.

Applicant Training Profile (ATRP)

Purpose

The Applicant Training Profile (ATRP) window is used to record and view an applicant's prior training information. The information includes the types of courses the applicant has completed, where courses were taken and the resulting grades.

ATRP Coding Instructions

Field Name	Length	Definition
Name	Display Only	Displays the applicant's full name (last name, first name, and middle initial).
Applicant ID	10	**Required.** Enter the applicant's identification number.
Course	5	**Required.** Enter the code of the course the applicant has completed. Valid values are located on the Course (CRSE) window.
Start Date	6	**Required.** Enter the date (*mm/dd/yy*) the applicant started attending the course.
End Date	6	Default is **99/99/99**. Enter the date (*mm/dd/yy*) the applicant completed the course.
School	6	**Required.** Enter the code for the institution/school. Valid values are located on the School (SCHL) window.
Course Grade	6	**Required.** Enter the grade the applicant received in this course. Valid values are located on the Course Grade (CGRD) window.

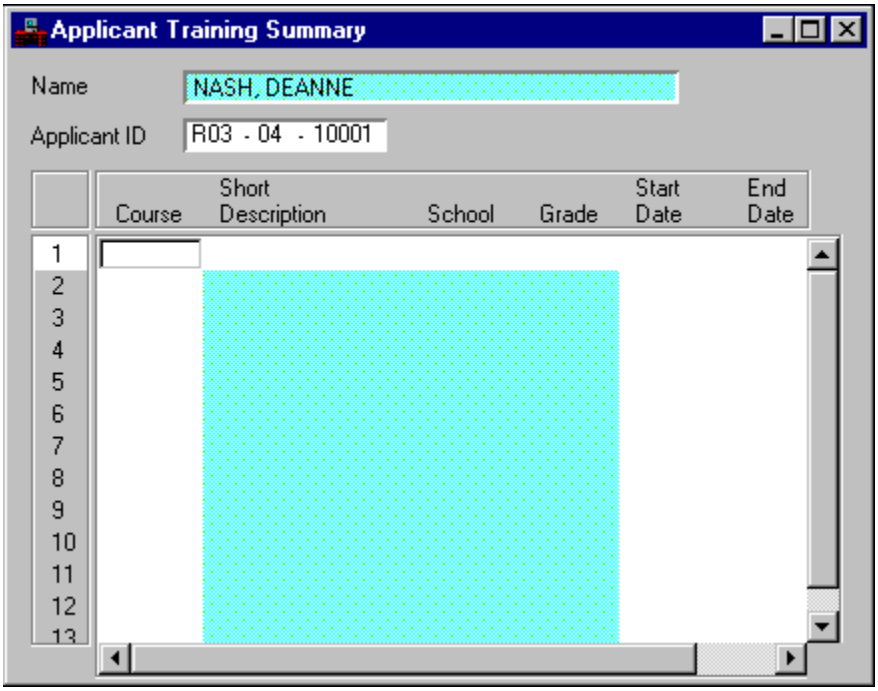
Comments	60	**Optional.** Leave blank, or enter any additional comments.

Applicant Training Summary (QATS)

Purpose

The Applicant Training Summary (QATS) inquiry summarizes an applicant's training profile. It lists all the courses that a particular applicant has enrolled in and/or taken. Selection Criteria include Applicant ID, Course and Start Date.

QATS Coding Instructions



Field Name	Length	Definition
Name	Display Only	Displays the applicant's full name (last name, first name, and middle initial).
Applicant ID	10	**Required.** Enter the number assigned to identify the applicant.
Course	5	**Optional.** You can enter the code of a particular course to start the query at that course. The code identifying the course the applicant has taken is displayed.

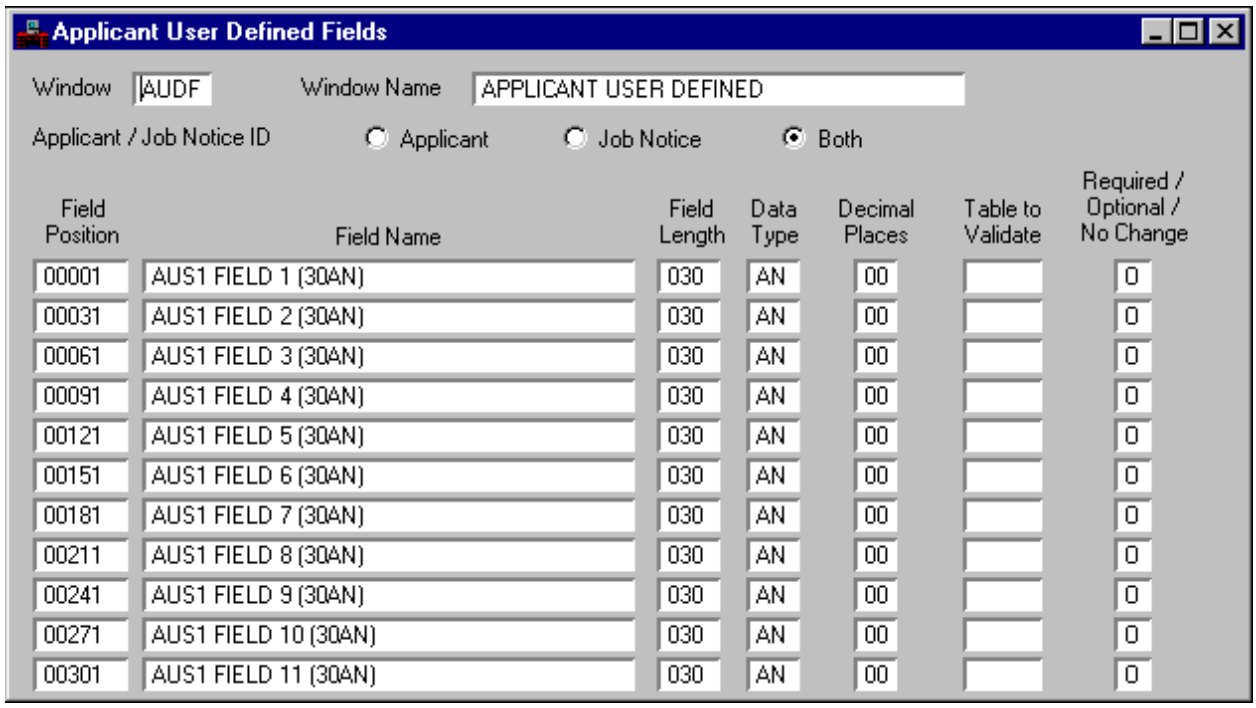
Short Description	Display Only	Displays the short description of the course.
School	Display Only	Displays the school where the course was taken.
Grade	Display Only	Displays the grade the applicant received in the course.
Start Date	6	**Optional.** You can enter a date to start the query at a particular point. The start date of the course is displayed.
End Date	6	The end date of the course is displayed. ??? You can enter up to 6 characters in this field. If it is display only, where does it come from?

Applicant User Defined Fields (AUDF)

Purpose

The Applicant User Defined Fields (AUDF) window defines the fields which are found on Applicant Tracking user defined windows (AUS1 and JUS1). It also defines the attributes associated with these user defined fields.

AUDF Coding Instructions



Field Name	Length	Definition
Window	4	**Required.** Enter the window identification number for the input of Applicant Tracking Subsystem, user-defined fields. Valid values are **AUS1** (Applicant User Defined Window) and **JUS1** (Job Notice User Defined Window).
Window Name	30	**Required.** Enter the window name you wish to appear at the top of the user defined window.
Applicant/Job Notice ID	Radio Button	**Required.** Select a value to indicate whether this entry is defining an applicant or job notice, or a combination of the two (e.g., information relating to a job application). Valid values are **Applicant, Job Notice**, and **Both**. **Note: Applicant** and **Both** options are valid only for the Applicant User Defined Window (AUS1). **Job Notice** is only valid for the Job Notice User Defined Window (JUS1).
Field Position	5	**Required.** Enter the field position number. Each field position must be unique and consecutive. For example, start the first field in position 00001. To determine the position of the second field, add the length of the first field

		to the position of the first field. The sum of the two is the position of the second field. For example, the first field's length is six characters. Add 6 to 00001 to find the position of the second field. In this example, enter 00007 to indicate the start of the second field position. The data for each window is stored on one record so field positions must be defined as to not overlap.
Field name	30	**Required.** Enter the name used to describe the field.
Field Length	3	**Required.** Enter the number to define how many characters each field contains.
Data Type	2	**Required.** Enter the code that defines the data to be entered in the field. Valid values are: **AN** (the data is alphanumeric [up to 30 characters] i.e., a name, a code or a description). **NM** (the data is numeric [up to 18 characters] i.e., the applicant's age or a test score). **D6** (the data is a date in the mm dd yy format). **D8** (the data is a date in the mm dd cc yy format).
Decimal Places	2	**Conditional.** Defaults to **00**. Optional if Data Type is numeric; otherwise must be blank. Enter the number of decimal places allowed after the decimal point. For example, a value of 0 for this field means that the number is an integer; whereas, a value of 2 means that two decimal places are allowed after the decimal point.
Table to Validate	4	**Optional.** If this field is a code that is defined on a reference window, enter the four-character name of the reference window against which this field is validated. Note: This field can also be validated against a User Defined Table (TBL1-9) window. The field length on this window must match the field length of the value on the table used to validate it. For example, User Defined Table (TABL1) values have a length of 5; therefore, the value set up on the Applicant User Defined Fields (AUDF) window to edit on TBL1 must also have a length of 5. These windows are user-defined reference windows.

Required/Optional/No Change	1	**Optional.** Default is **O** (Optional). Enter a code to indicate whether the user must enter information in certain fields, or if the user has the option to enter information in the field or leave it blank. Valid values are **R** (required - the user must enter information in this field), **O** (optional - the user has the option to enter information in this field, or to leave this field blank) and **N** (no change - this field can be entered only once; after the user enters an initial value, this field becomes display only).

Applicant User Defined Screen (AUS1)

Purpose

The Applicant User Defined Screen (AUS1) is used to enter applicant data into a user defined window. The fields on this window are defined on the Applicant User Defined Fields (AUDF) window. This window can be used to enter applicant-specific or application-specific information depending on how the Applicant User Defined Fields (AUDF) window is set up.

AUS1 Coding Instructions

Field Name	Length	Definition
	Display Only	Displays the window name.
Name	Display Only	Displays the applicant's full name (last name, first name, and middle initial).
Applicant ID	10	**Required.** Enter the applicant identification number.
Job Notice ID	10	**Conditional.** Required if the “Applicant/Job Notice ID” on the Applicant User Defined Fields (AUDF) window is “Both”. Enter the job notice identification number relating to the applicant's application.
Effective Date	6	**Required.** Enter the date (*mm/dd/yy*) on which the information on this window takes effect.

Fields yet to be defined.	30 x 12	Fields yet to be defined.

Applicant User Defined Window (AUS1)

Purpose

The Applicant User Defined Window (AUS1) is used to enter applicant data into a user defined window. The fields on this window are defined on the Applicant User Defined Fields (AUDF) window. This window can be used to enter applicant-specific or application-specific information depending on how the Applicant User Defined Fields (AUDF) window is set up.

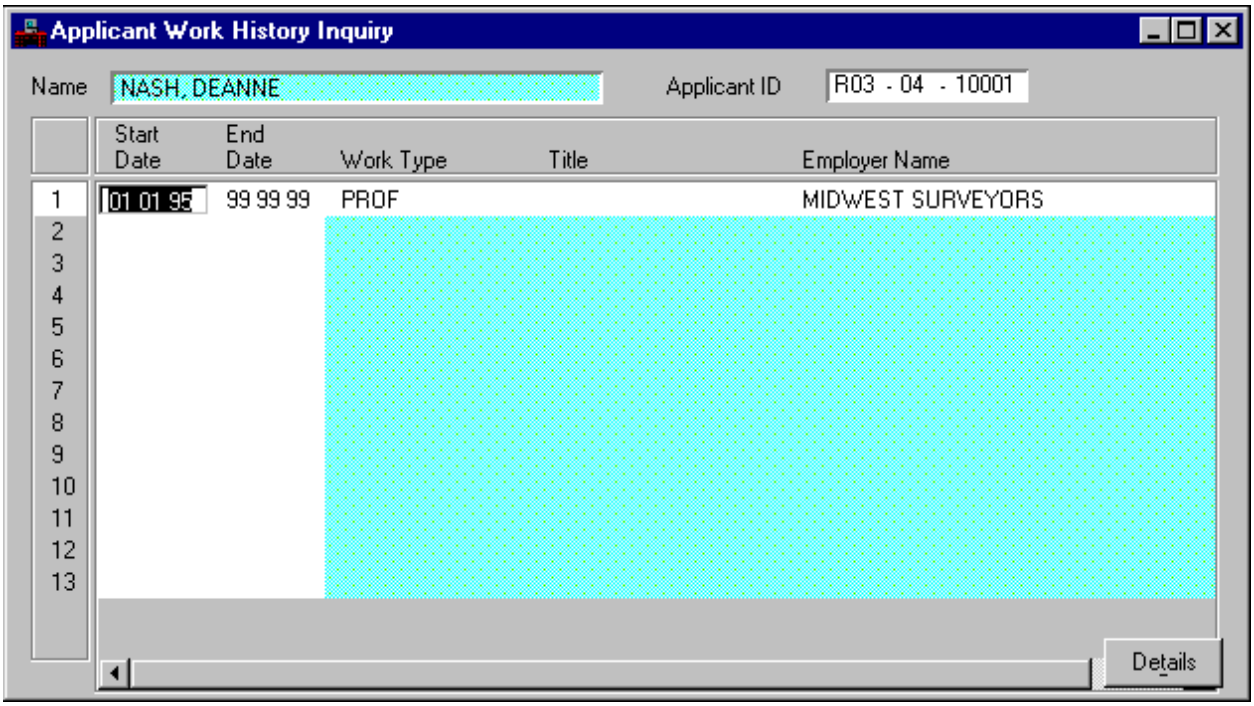
AUS1 Coding Instructions

Field Name	Length	Definition
Field yet to be defined???	...	Fields yet to be defined???
Name	Display Only	Displays the applicant's full name (last name, first name, and middle initial).
Applicant ID	10	**Requires Input.** Enter the applicant identification number.
Job Notice ID	10	**Input Conditional.** Required if the “Applicant/Job Notice ID” on the Applicant User Defined Fields (AUDF) window is “Both”. Enter the job notice identification number relating to the applicant's application.
Effective Date	6	**Requires Input.** Enter the date on which the information on this window takes effect.
Fields yet to be defined???	30 x 12	Fields yet to be defined???

Applicant Work History Inquiry (QAWK)

Purpose

The Applicant Work History Inquiry (QAWK) window retrieves work history information relating to a specific employee in reverse chronological order. The Details button retrieves the Applicant Prior Work History (AWRK) window to enter or view more detailed data on the applicant's work history. Selection Criteria include Applicant ID, Start Date, and End Date.



QAWK Coding Instructions

Field Name	Length	Definition
Name	Display Only	Displays the applicant's full name (last name, first name, and middle initial).
Applicant ID	10	**Required.** Enter the identification number assigned to the applicant.
Start Date	6	**Optional.** Enter a date to limit the display to work that started on or after the specified date. The date the applicant started the specified work is displayed.

End Date	6	**Optional.** You can enter a date to limit the display to work that ended on or prior to the specified date. The date the applicant stopped the specified work is displayed.
Work Type	Display Only	Displays the code indicating the type of work the applicant performed at the specified employer.
Title	Display Only	Displays the code indicating the applicant's previous title(s).
Employer Name	Display Only	Displays the name of the applicant's previous employer.

Appointment ID Trigger (ATRG)

Purpose

The Appointment ID Trigger (ATRG) window is used to update the Appointment ID Trigger table (and therefore QAPT) when the Central Processing Flag or the Processed by Agency Flag is changed. This flag is changed when an employee's primary or secondary appointment has changed and action needs to be taken by either Central Processing or an Agency.

ATRG Coding Instructions



Field Name	Length	Definition
Employee ID	10	**Required.** Enter the employee's ID number.

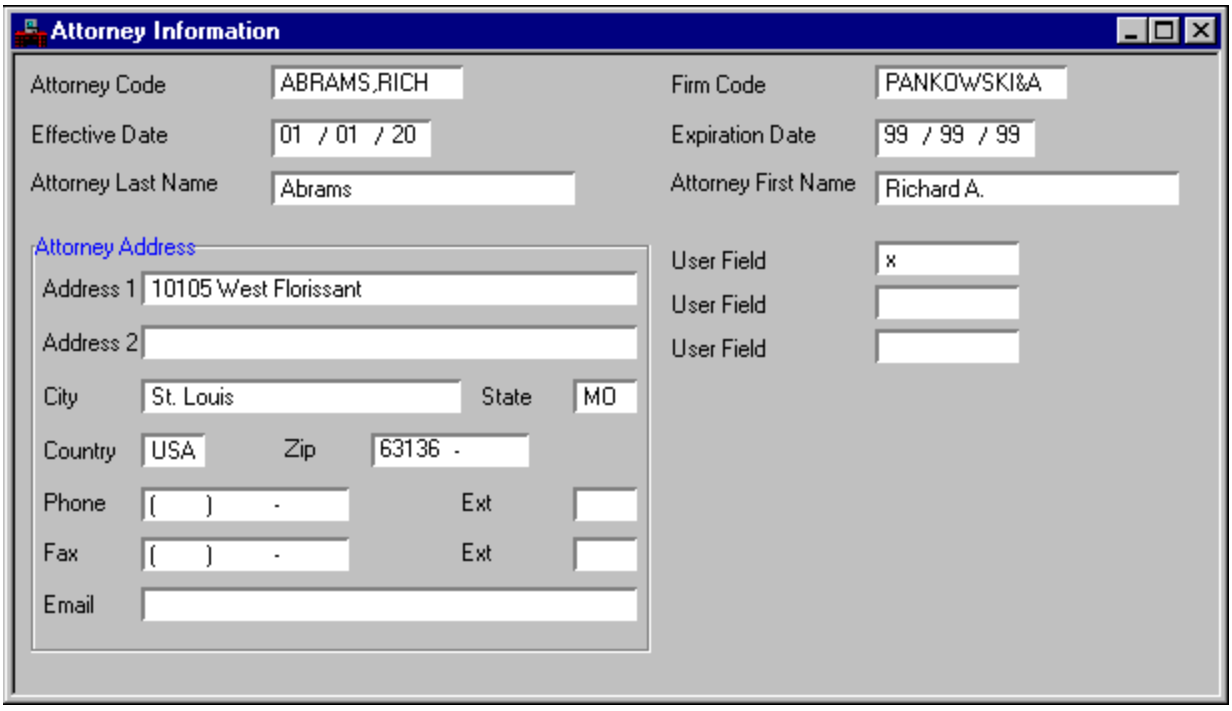
Employee Name	30	Inferred from the Employment Status Maintenance window.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	Default is 99/99/99. Enter the date the entry is no longer valid.
Central Processing Flag	Radio Button	Select **YES** to indicate that the secondary appointment has been transferred to the primary appointment by Central Processing. Select **NO** to indicate that the secondary appointment has not been transferred to the primary appointment by Central Processing.
Processed by Agency Flag	Radio Button	Select **YES** to indicate that the Agency tied to the new primary appointment has attached the relevant attributes to the new primary appointment. Select **NO** to indicate the Agency has not yet attached the relevant attributes to the new primary appointment.

Attorney Information (ATTN)

Purpose

The Attorney Information (ATTN) window is used to record and view information related to attorneys associated with the wage attachment process.

ATTN Coding Instructions



Field Name	Length	Definition
Attorney Code	11	**Required.** Enter the code of the attorney that is being added, modified, or expired.
Firm Code	11	**Required.** Enter the law firm code associated with the individual attorney. Refer to the Law Firm Information (LAWF) window for valid values.
Effective Date	8	**Required.** Enter the date the information becomes effective.
Expiration Date	8	**Required.** Enter the last date the information is in effect. This will default to **99/99/99**.
Attorney Last Name	18	**Required.** Enter the attorney's last name.
Attorney First Name	18	**Required.** Enter the attorney's first name.
User Field	8	**Optional.** Additional field to be used at the discretion of the State of Missouri.
User Field	8	**Optional.** Additional field to be used at the discretion of the State of Missouri.

User Field	8	**Optional.** Additional field to be used at the discretion of the State of Missouri.
Attorney Address Line 1	30	**Required.** Enter the attorney/firm address.
Attorney Address Line 2	30	**Optional.** Enter the attorney/firm address if another line is needed.
City	19	**Required.** Enter the name of the city.
State	3	**Required.** Enter the appropriate state code. Refer to the State (ST) window for valid values.
Country	3	**Required.** Enter the appropriate country code. Refer to the Country (CTRY) window for valid values.
Zip	9	**Required.** Enter the zip code.
Phone	14	**Optional.** Enter the attorney's phone number and extension, if known.
Fax	14	**Optional.** Enter the attorney's fax number and extension, if known.
E-mail	30	**Optional.** Enter the attorney's e-mail address, if known.

B

Balance Sheet Fund Transfer Table (BFTR)

Purpose

The Balance Sheet Fund Transfer (BFTR) table is used to establish overrides for the fund, for fringe benefits liabilities referenced on the payment voucher, transfer voucher and journal voucher created from the General Ledger Interface based on the agency on the deduction balance sheet account on the DPL3 table.

BFTR Coding Instructions

Field Name	Length	Definition

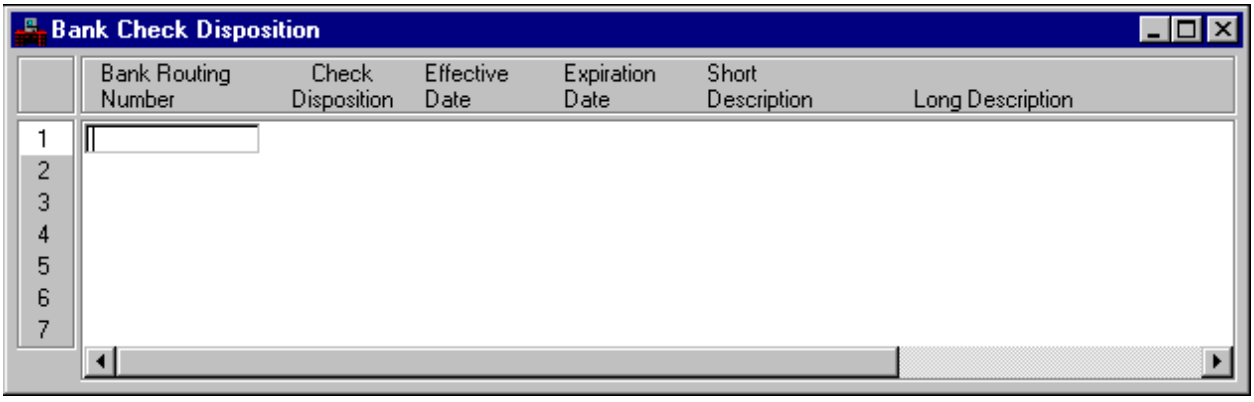
Fiscal Year	2	**Required.** Enter the fiscal year in which the override is valid.
Agency	3	**Required.** Enter the agency paying out the fringe benefit liability for the employee.
Balance Sheet Account	4	**Required.** The override balance sheet account related to the deduction plan on DPL3.
Override Fund	4	**Required.** The fund associated with the statewide account to which the fringe should ultimately be posted.
Override Agency	3	**Required.** The fund associated with the statewide account to which the fringe should ultimately be posted.

Bank Check Disposition (DISP)

Purpose

The Bank Check Disposition (DISP) window is used to translate check dispositions received from banks to system-equivalent check dispositions. A check disposition is a status that the check is in, such as "cleared". This window is primarily used in the automated check reconciliation process.

DISP Coding Instructions



Field Name	Length	Definition
Bank Routing Number	9	**Required.** Enter the bank routing number (up to nine characters) for the check disposition codes you are changing, adding or expiring. The

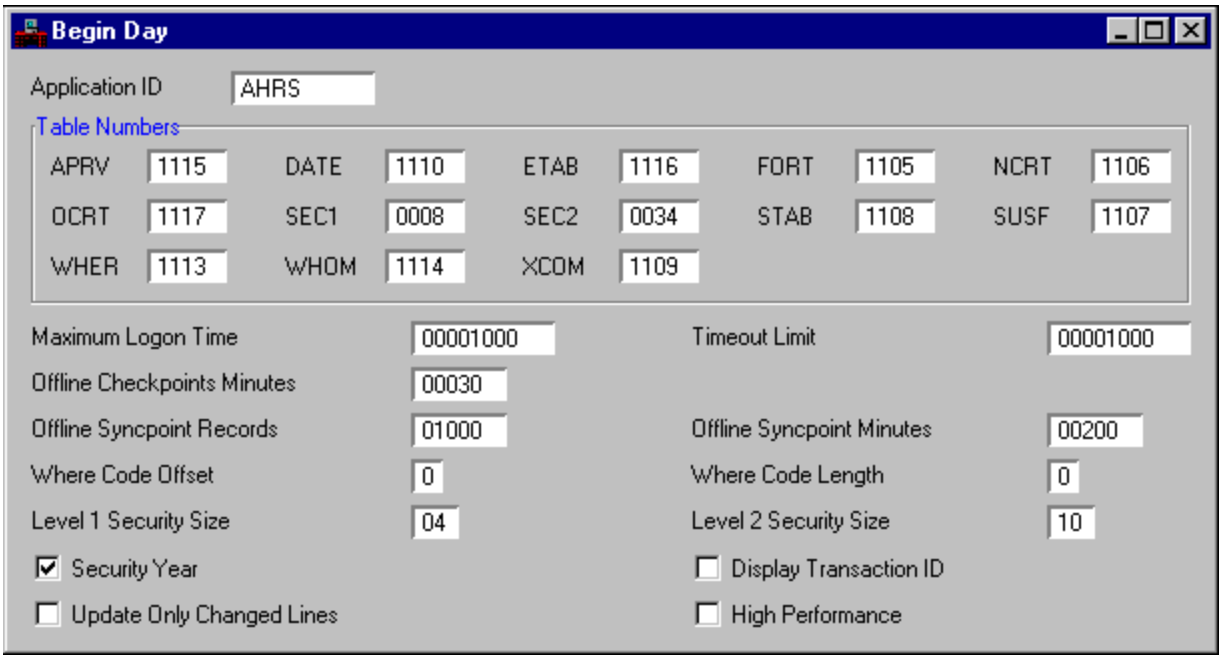
		first eight digits represent the ABA routing number and the last digit represents the check digit.
Check Disposition	2	**Optional.** Enter the check disposition code (up to two characters) you are changing, adding or expiring. The check disposition code is used by the bank (specified by the routing number) for indicating a pay check status such as "cleared" or "stopped".
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	Default is 99/99/99. Enter the last date the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the bank routing number.
Long Description	30	Default is Short Description entry. Enter the new or changed long description of the bank routing number.
HR Check Disposition	1	**Required.** Enter the system check disposition identification number that is used as the system equivalent to the bank check disposition code. The value of the Check Disposition identification code is determined according to the given routing number (bank). Valid values are: O - Paycheck Outstanding; C – Paycheck Cleared; R – Paycheck Redeposited; V – Void; and D – Void or Cleared.

Begin Day (BDAY)

Purpose

NO HELP FILES AVAILABLE

BDAY Coding Instructions



Field Name	Length	Definition
Application ID	8	
APRV	4	
DATE	4	
ETAB	4	
FORT	4	
NCRT	4	
OCRT	4	
SEC1	4	
SEC2	4	
STAB	4	
SUSF	4	
WHER	4	
WHOM	4	

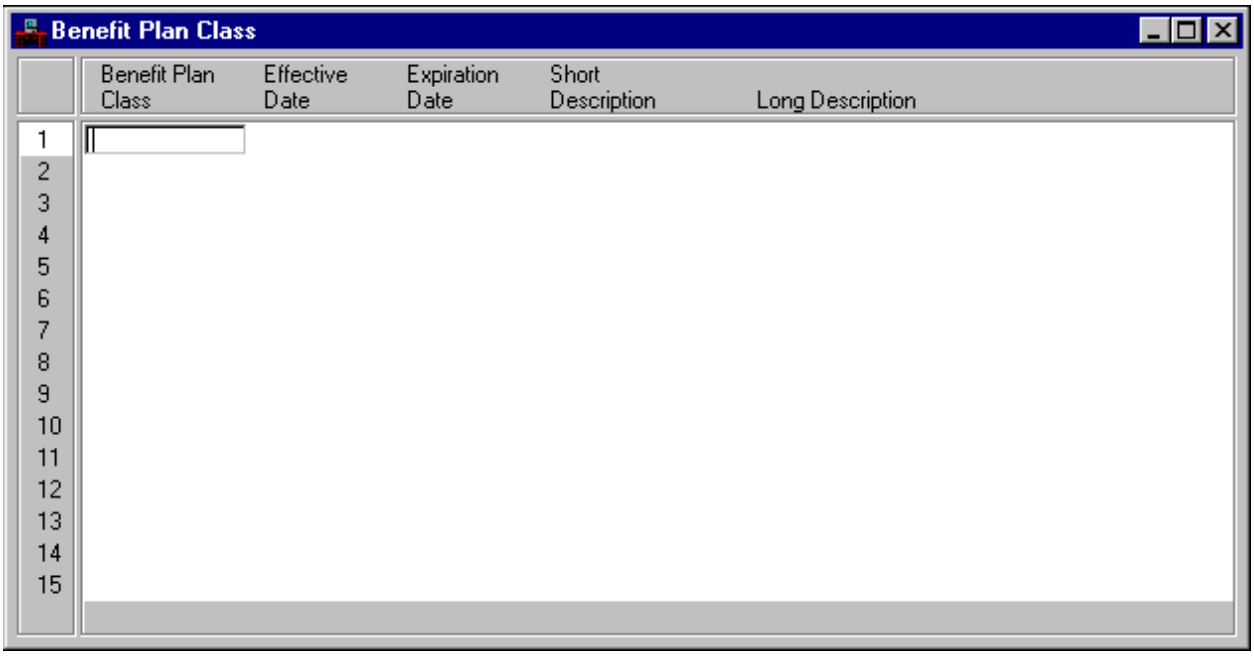
XCOM	4
Maximum Logon Time	8
Timeout Limit	8
Offline Checkpoints Minutes	5
Offline Syncpoint Records	5
Offline Syncpoint Minutes	5
Where Code Offset	1
Where Code Length	1
Level 1 Security Size	2
Level 2 Security Size	2
Security Year	Display Only
Display Transaction ID	Display Only
Update Only Changed Lines	Display Only
High Performance	Display Only

Benefit Plan Class (BPCL)

Purpose

The Benefit Plan Class (BPCL) window defines the codes which group benefit plans. For example, if ***HEALTH*** (health) has been defined as a benefit type class, and ***MEDIN*** (medical insurance) has been defined as a benefit type sub-class, then the Benefit Plan Class code can be used to define codes which distinguish between medical insurance coverage for married employees, and medical insurance coverage for single employees.

BPCL Coding Instructions



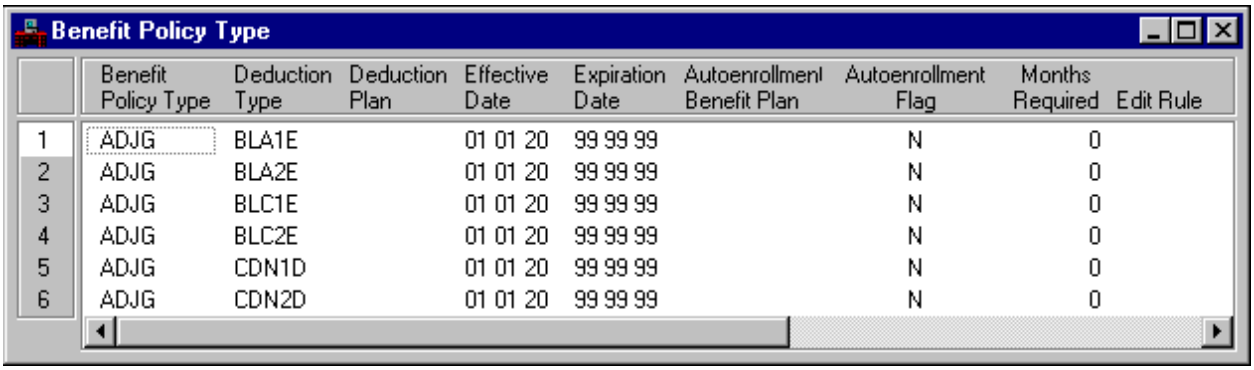
Field Name	Length	Definition
Benefit Plan Class	5	**Required.** Enter the benefit plan class code that is being added, changed, or expired.
Effective Date	6	**Required.** Enter the date the information becomes effective.
Expiration Date	6	**Optional.** Enter the last date the information is in effect. Default is *99/99/99*.
Short Description	12	**Required.** Enter the new or changed short description of the benefit plan class.
Long Description	30	**Optional.** Enter the new or changed long description of the benefit plan. Default is the Short Description entry.

Benefit Policy Type (BPLT)

Purpose

The Benefit Policy Type (BPLT) window is used to identify the valid benefit type and plan combinations included in a particular benefit policy. It is possible for a benefit policy to include a benefit type and all of its associated benefit plans or only certain benefit plans.

BPLT Coding Instructions



Field Name	Length	Definition
Benefit Policy Type	5	**Required.** Enter the benefit policy type code that is being added, changed, or expired.
Deduction Type	5	**Required.** Enter the deduction type code to be included in this benefit policy. Refer to the Employee Fringe Benefit Type (BENT) or the Employer Fringe Benefit Type (EFBT) windows for valid values.
Deduction Plan	5	**Conditional.** Required if the Deduction Policy Rule field on the Employee Fringe Benefit Type (BENT) or the Employer Fringe Benefit Type (EFBT) window is set to Enforce by Plan [P]. If the Deduction Policy Rule field on the Employee Fringe Benefit Type (BENT) or the Employer Fringe Benefit Type (EFBT) window is set to Enforce by Type [T], this field must be blank. Enter a permissible benefit plan code. Refer to the Employee Fringe Benefit Plan (BENP) or the Employer Fringe Benefit Plan (EFBP) windows for valid values.
Effective Date	6	**Required.** Enter the date the information becomes effective.
Expiration Date	6	**Optional.** Enter the last date the information is in effect. Default is *99/99/99*.
Autoenrollment Benefit Plan	5	**Conditional.** Not allowed if Autoenrollment Flag is No [N]. Required if Autoenrollment Flag is Yes [Y], and the benefit plan is controlled at the type level. Enter the plan in which any employees with the listed benefit policy type are enrolled automatically. If the benefit is controlled at the plan level, the

		autoenrollment benefit plan must have the same value as the listed benefit plan. This field defaults to the listed benefit plan. Refer to the Employee Fringe Benefit Plan (BENP) window and the Employer Fringe Benefit Plan (EFBP) window for valid values.
Autoenrollment Flag	1	**Optional.** Specify whether employees with this benefit policy should be enrolled in a benefit plan automatically. Default is *No [N]*. Valid values are: • *Yes [Y]* Allow autoenrollment • *No [N]* Do not allow autoenrollment This field must be *No [N]* if the following conditions exist: • The **Employee Override Flag** on the Employee Fringe Benefit Plan (BENP) or the Employer Fringe Benefit Plan (EFBP) window is ***Required [R]***. • One of the alternate rate date options on the Employee Fringe Benefit Plan (BENP) window or Employer Fringe Benefit Plan (EFBP) window is ***Enrollment Date [E]***. • The **Deduction Goal ID** on the Employee Fringe Benefit Type (BENT) window or the Employer Fringe Benefit Type (EFBT) window is ***Goal [G]*** or ***Cyclical Goal [C]***.
Months Required	3	**Required.** Enter the number of months an individual must be employed by the organization before becoming eligible for the specified benefit type/plan. This field is used in conjunction with **Edit Rule**.
Edit Rule	5	**Required.** Enter an edit rule code to specify whether an individual is eligible for the specified benefit/type plan. Valid values are: • ***BENDT*** ○ The employee's benefit progression start date must be at least the number of months ago specified in **Months Required**. If the benefit progression start date is not specified for an employee, the system defaults to appointment date.

- ***DAY01***
    - Similar to ***BENDT*** except the employee is given credit from the first day of the month on their benefit progression start date or appointment date.

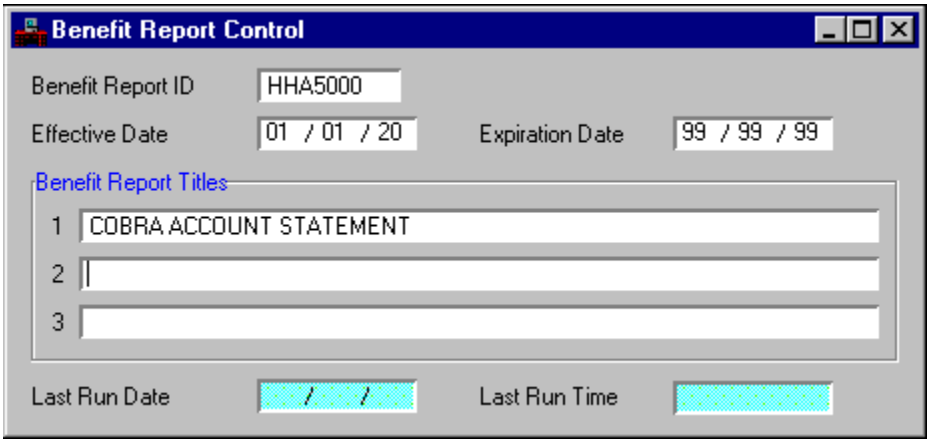
Short Description	12	**Required.** Enter a new or changed short description of the benefit policy.
Long Description	30	**Optional.** Enter a new or changed long description of the benefit policy. Default is the Short Description entry.

Benefit Report Control (BRCT)

Purpose

The Benefit Report Control (BRCT) window is used to identify valid benefit report IDs. It is used to validate report identification numbers on the Benefit Type Class (BTCL) window, and to specify report titles. In addition, the Benefit Report Control (BRCT) window identifies the last run date and run time for each benefit report. This data is used by the COBRA Billing Report to ensure that financial activity information is reported only once.

BRCT Coding Instructions



Field Name	Length	Definition
Benefit Report ID	8	**Required.** Enter the benefit report ID that is being added, changed, or expired. The code should conform to the report identification

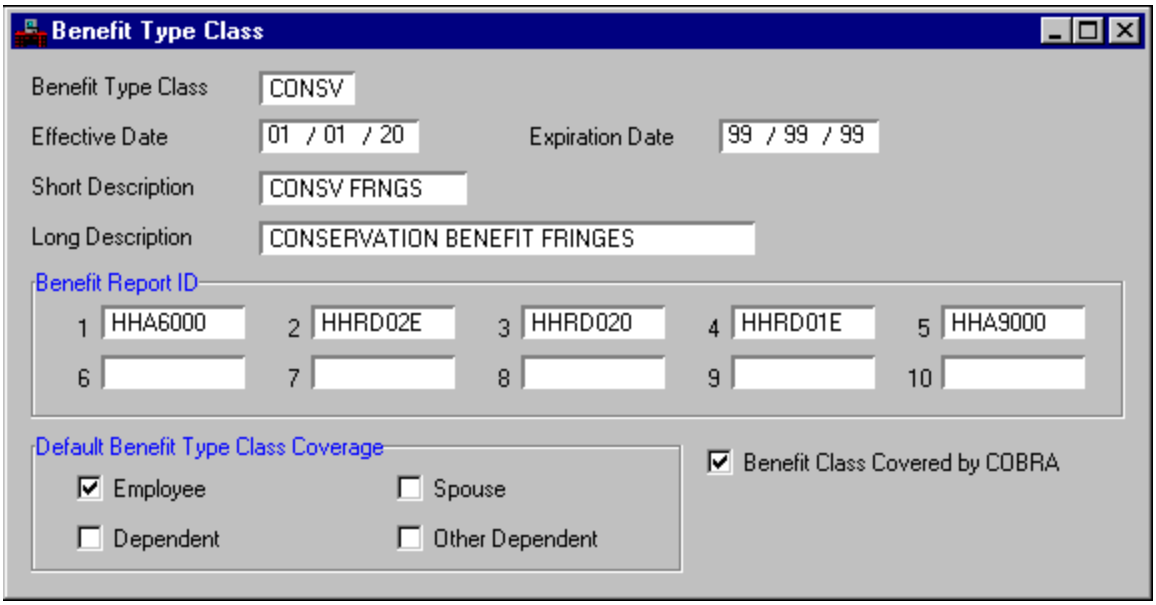
		standards established by the State of Missouri. For example, the "COBRA Roster – By Status" report is identified as "HHA1000".
Effective Date	6	**Required.** Enter the date the information becomes effective.
Expiration Date	6	**Optional.** Enter the last date the information is in effect. Default is *99/99/99*.
Benefit Report Title 1	50	**Required.** Specify the first line of the report title to be printed at the top of each page.
Benefit Report Title 2	50	**Optional.** Specify the second line of the report title to be printed at the top of each page.
Benefit Report Title 3	50	**Optional.** Specify the third line of the report title to be printed at the top of each page.
Last Run Date	Display Only	Each time this report is run, the system updates this field with the date of the report run.
Last Run Time	Display Only	Each time this report is run, the system updates this field with the time of the report run.

Benefit Type Class (BTCL)

Purpose

The Benefit Type Class (BTCL) window provides the highest level of aggregation for benefit programs (e.g., benefit types). For each benefit type class, this window identifies the reports on which benefit programs falling within this class should be included, the default coverage rules for benefits within this class, and whether benefits within this class fall under COBRA requirements.

BTCL Coding Instructions



Field Name	Length	Definition
Benefit Type Class	5	**Required.** Enter the benefit type class code that is being added, changed, or expired.
Effective Date	6	**Required.** Enter the date the information becomes effective.
Expiration Date	6	**Optional.** Enter the last date the information is in effect. Default is *99/99/99*.
Short Description	12	**Required.** Enter the new or changed short description of the benefit type class.
Long Description	30	**Optional.** Enter the new or changed long description of the benefit type class. Default is the Short Description entry.
Benefit Report ID 1-10	8	**Optional.** Enter the report identification number of the benefit report on which benefits within this class should be included. Refer to the Benefit Report Control (BRCT) window for valid values.
Employee	Checkbox	**Required.** Select [***Y***] if this benefit program normally covers employees. Clear [***N***] if this benefit program does not cover employees.

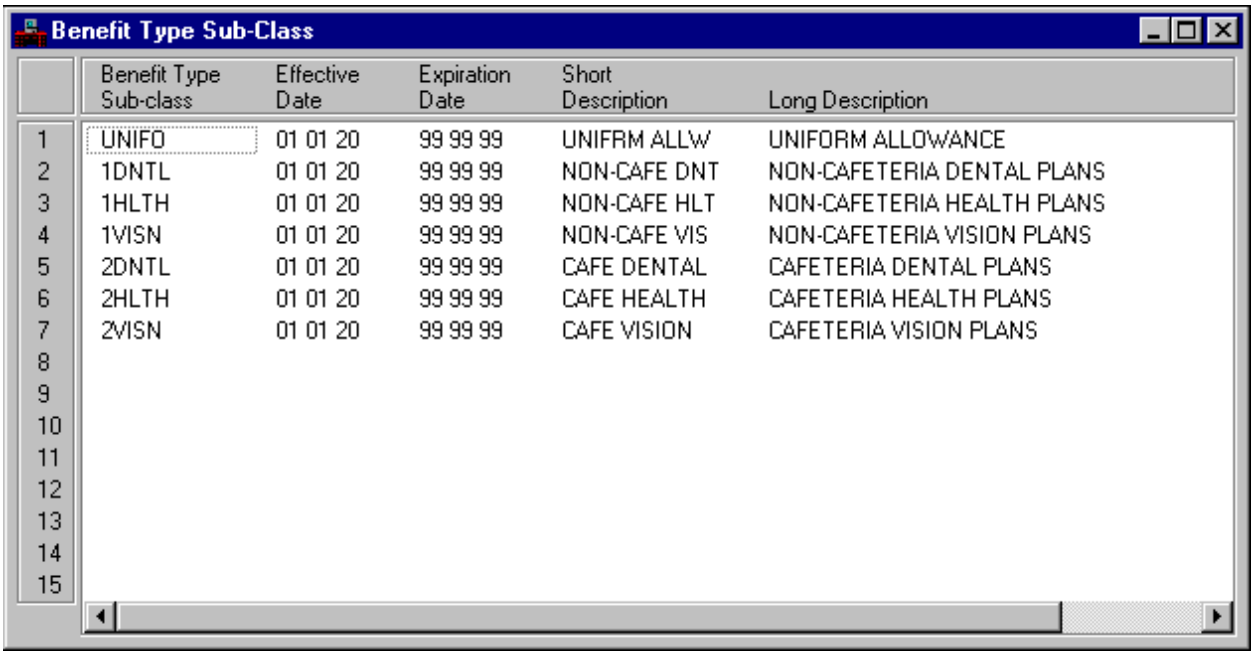
Spouse	Checkbox	**Required.** Select [***Y***] if this benefit program normally covers the employees' spouses. Clear [***N***] if this benefit program does not cover them.
Dependent	Checkbox	**Required.** Select [***Y***] if this benefit program normally covers the dependents of employees. Clear [***N***] if this benefit program does not cover them.
Other Dependent	Checkbox	**Required.** Select [***Y***] if this benefit program normally covers other dependents of employees. Clean [***N***] if this benefit program does not cover them.
Benefit Class Covered by COBRA	Checkbox	**Required.** Select [***Y***] if this benefit program falls under COBRA or direct payment requirements. Clear [***N***] if it does not fall under COBRA or direct payment requirements.

Benefit Type Sub-Class (BTSC)

Purpose

The Benefit Type Sub-Class (BTSC) window defines codes which further group a benefit type class. For example, if ***HEALT*** (health) has been established as a benefit type class, the benefit type sub-class can be used to distinguish between various types of health coverage, such as medical insurance or dental insurance.

BTSC Coding Instructions



Field Name	Length	Definition
Benefit Type Sub-Class	5	**Required.** Enter the benefit type sub-class code that is being added, changed, or expired.
Effective Date	6	**Required.** Enter the date the information becomes effective.
Expiration Date	6	**Optional.** Enter the last date the information is in effect. Default is *99/99/99*.
Short Description	12	**Required.** Enter the new or changed short description of the benefit type sub-class.
Long Description	30	**Optional.** Enter the new or changed long description of the benefit type sub-class. Default is the Short Description entry.

Benefits Enrollment (ENRL)

Purpose

The Benefits Enrollment (ENRL) window is used to record, modify and view an employee's benefits information. When an employee's social security number is entered, all benefit types and plans for which the employee is eligible are displayed. Narrow the scan by entering a benefit type class, benefit type sub-class, and a benefit plan class.

NOTE: The user MUST update the effective and expiration dates of that specific benefit plan to enroll the employee. If the effective date field is left blank, the employee is eligible for this benefit option, but IS NOT enrolled.

Note: Although this window only displays employee fringe benefit type and plan information, some employer information associated with an employee fringe benefit type and plan is also shown. Once the employee is enrolled by this window, he or she is automatically enrolled in the employer fringe benefit side as well.

ENRL Coding Instructions

Field Name	Length	Definition
Name	Display Only	The employee's full name (last name, first name, and middle initial) is displayed.
Employee ID	10	**Required.** Enter the employee's social security number.
Appointment ID	1	**Optional.** If the employee holds more than one appointment, enter the appropriate appointment identification number for the employee. Enter an asterisk (*) to indicate that this transaction applies to all the employees appointments.
Selection Date	6	**Optional.** Enter the date to display a list of valid benefit options. Default is the current date.
Deduction Policy	Display Only	The deduction policy code and description is displayed.
Pay Frequency	Display Only	The pay frequency code (i.e., monthly, weekly, etc.) is displayed.
Benefit Type Class	5	**Optional.** Enter the benefit type class to display a list of valid benefit options. If this field is left blank, the Employee Benefit Subsystem displays all the valid benefit options within all the benefit type classes for which the employee is eligible. Refer to the Benefit Type Class (BTCL) window for valid values. If a code is entered, the benefit type class description is displayed.
Benefit Type Sub-Class	5	**Optional.** Enter the benefit type sub-class to display a list of valid benefit options. If this field is left blank, the Employee Benefit

		Subsystem displays all the valid benefit options within the specified benefit type class or across all benefit type classes (if none is specified) for which the employee is eligible. Refer to the Benefit Type Sub-Class (BTSC) window for valid values. If a code is entered, the benefit type sub-class description is displayed.
Benefit Plan Class	5	**Optional.** Enter the benefit plan class to display a list of valid benefit options. If this field is left blank, the Employee Benefit Subsystem displays all the valid benefit options within the specified benefit type class/sub-class or across all benefit type classes/sub-classes (if none is specified) for which the employee is eligible. Refer to the Benefit Plan Class (BPCL) window for valid values. If a code is entered, the benefit plan class description is displayed.
Deduction Type	5	**Optional.** Enter the full or partial deduction type code to retrieve information on a specific deduction type. If this field is entered, the display begins on the entered deduction type. Refer to the Employee Fringe Benefit Type (BENT) window for valid values.
Type Description	Display Only	The short description of the deduction type is displayed.
Deduction Plan	5	**Optional.** Enter the full or partial deduction plan code with a deduction type code to retrieve information on a specific deduction type and plan. If this field is entered, the display begins on the entered deduction plan. Refer to the Employee Fringe Benefit Plan (BENP) window for valid values.
Plan Description	Display Only	The short description of the deduction plan is displayed.
Effective Date	6	**Optional.** Enter the date on which the deduction for this benefit plan should take effect. If this field is left blank, the employee is eligible for this benefit option, but is not enrolled.
Expiration Date	6	**Optional.** Enter the last date the information is in effect. Default is *99/99/99*.

Enrollment Date	6	Leave this field blank. **NOTE:** The State of Missouri will not utilize this field at this time.
Employee Override	1	**Optional.** Enter Y in this field if the deduction rate for this employee differs from the standard rate. Standard deduction rates are defined on the Employee Fringe Benefit Plan (BENP) window. Enter only if an employer rate may be entered.
Employee Rate	6	**Conditional.** Optional if **Employee Override Allowed** is ***Yes*** on Employee Fringe Benefit Plan (BENP), or if it is ***Required*** and **Employee Amount** is filled in. Required if **Employee Override Allowed** on Employee Fringe Benefit Plan (BENP) is ***Required*** and **Employee Amount** is blank. Otherwise leave blank. Enter the **Employee Rate** (i.e., percentage) to be used. For example, enter 15% as .15.
Employee Override	1	**Optional.** Enter ***Y*** in this field if the deduction amount for this employee differs from the standard amount. Standard deduction amounts are defined on the Employee Fringe Benefit Plan (BENP) window. Enter only if an employer rate may be entered.
Employee Amount	10	**Conditional.** Optional if **Employee Override Allowed** is ***Yes*** on Employee Fringe Benefit Plan (BENP), or if it is ***Required*** and **Employee Rate** is filled in. Required if **Employee Override Allowed** on Employee Fringe Benefit Plan (BENP) is ***Required*** and **Employee Rate** is blank. Otherwise leave blank. If the deduction amount for this employee differs from the standard amount, enter the amount to be used.
Employer Override	1	**Optional.** Enter ***Y*** in this field if the deduction rate for this employer differs from the standard rate. Standard deduction rates are defined on the Employer Fringe Benefit Plan (EFBP) window. Enter only if an employer rate may be entered.
Employer Rate	6	**Conditional.** Optional if **Employee Override Allowed** is ***Yes*** on Employer Fringe Benefit Plan (EFBP), or if it is ***Required*** and **Employer Amount** is filled in. Required if **Employee Override Allowed** on Employer Fringe Benefit Plan (EFBP) is ***Required*** and **Employer Amount** is blank. Otherwise

		leave blank. Enter the contribution rate (i.e., percentage) to be used. For example, enter 15% as .15.
Employer Override	1	**Optional.** Enter ***Y*** in this field if the amount for the fringe benefit associated with this deduction differs from the standard amount. Standard contribution amounts are defined on the Employer Fringe Benefit Plan (EFBP) window. Enter only if an employer rate may be entered.
Employer Amount	10	**Conditional.** Optional if **Employee Override Allowed** is ***Yes*** on Employer Fringe Benefit Plan (EFBP), or if it is ***Required*** and **Employer Rate** is filled in. Required if **Employee Override Allowed** on Employer Fringe Benefit Plan (EFBP) is ***Required*** and **Employer Rate** is blank. Otherwise leave blank. If the contribution amount differs from the standard amount, enter the amount to be used.
Frequency	Display Only	The frequency with which the benefit is to be paid, or deduction is to be taken is displayed. Standard frequencies are defined on the Employee Fringe Benefit Plan (BENP) window.
Goal Amount	10	**Conditional.** Required if the amount is goal oriented according to the setting on Benefit Type (BENT), and no goal amount is specified on Employee Fringe Benefit Plan (BENP). Optional if the amount is goal oriented and an amount is specified on Employee Fringe Benefit Plan (BENP), but **Employee Override Allowed** is ***Allowed***. Otherwise leave blank. If the deduction is a goal oriented deduction (i.e., the deduction is only taken up to the point that a pre-defined limit is reached), enter the goal amount.
Contribution to Goal	10	**Conditional.** Not allowed if the deduction is not goal oriented or if the **SET CONTRIBUTION TO GOAL** parameter on the Site Specific Parameters (SPAR) window is ***N***. Optional if the deduction is goal oriented and the **SET CONTRIBUTION TO GOAL** parameter is ***Y***. If the deduction is goal oriented and the **SET CONTRIBUTION TO GOAL** parameter is set to ***N***, the system maintains this field. Enter the amount that the employee has already contributed towards the deduction goal.

Goal ID	Display Only	The goal identification code is displayed. Valid values are: • ***D*** Dollars • ***I*** Installments
Benefit Class	Display Only	The deduction's benefit class is displayed. Refer to the Benefit Type Class (BTCL) window for valid values.
Benefit Sub-Class	Display Only	The deduction's benefit sub-class, if any is displayed. Refer to the Benefit Type Sub-Class (BTSC) window for valid values.
Benefit Plan Class	Display Only	The deduction's benefit plan, if any, is displayed. Refer to the Benefit Plan Class (BPCL) window for valid values.

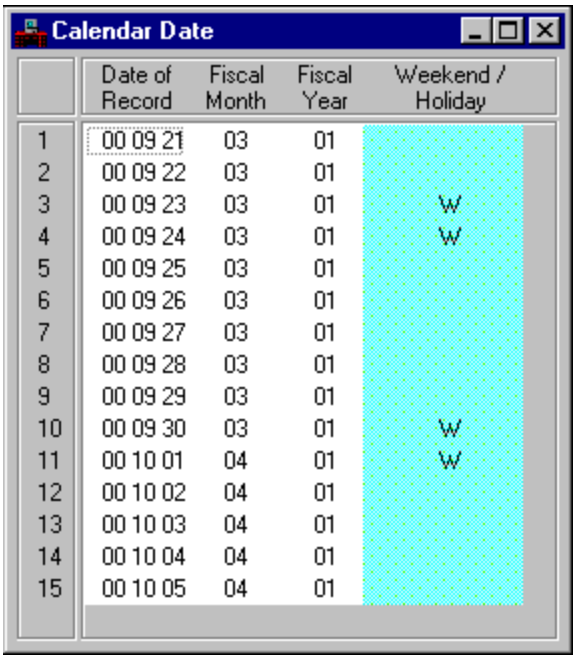
C

Calendar Date (CLDT)

Purpose

The Calendar Date (CLDT) window defines every calendar date for a fiscal year. This window allows the financial system to convert dates for reports and validate dates entered on other windows. In addition, it is used by the financial interface programs to determine fiscal years to which payroll expenditures and liabilities should be posted. The Calendar Date (CLDT) window is also used by the Position Control subsystem to validate fiscal years used on position authorizations and position budgets. Information in this window is usually automatically updated when the financial system is installed. However, the information can be revised or updated online. The information on this window must be updated before beginning a new fiscal year.

CLDT Coding Instructions



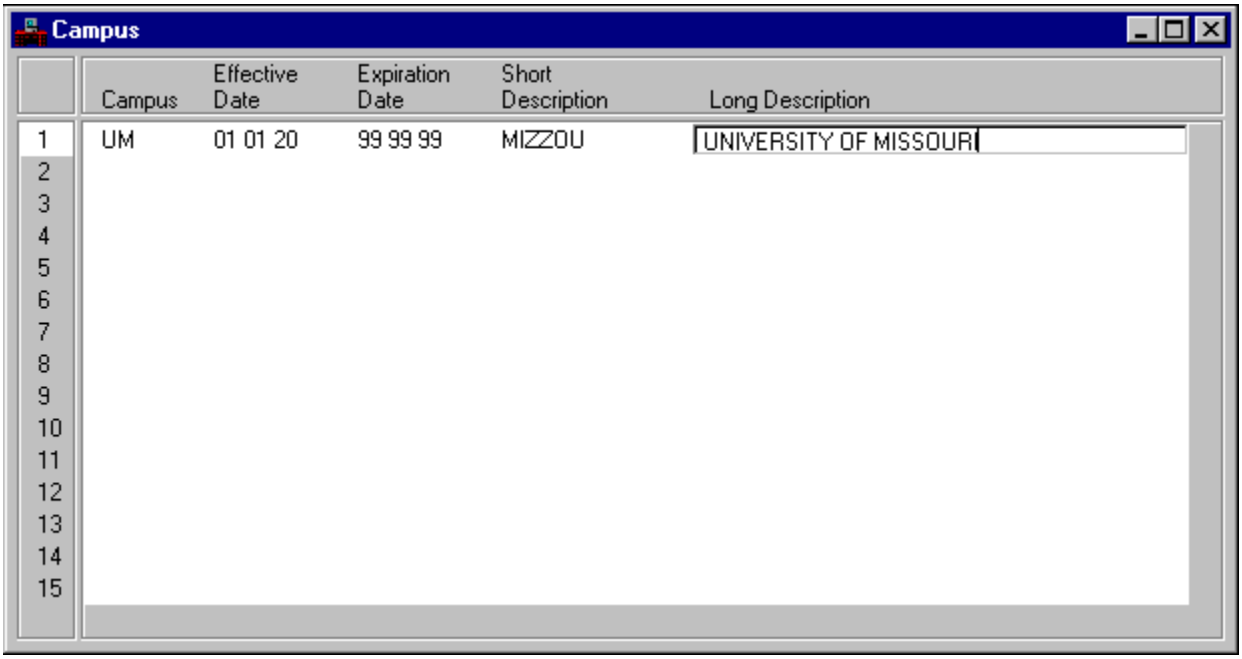
Field Name	Length	Definition
HEADER		
Date of Record	6	Required. Enter a calendar date (*yymmdd*). For example, if the date is May 13, 1995, enter 95 05 13.
Fiscal Month	2	Required. Enter the accounting period corresponding with the date entered in the "Date of Record" field. Accounting periods are designated as 01, 02, 03, etc. with the first period in the fiscal year represented by 01, the second by 02, etc.
Fiscal Year	2	Required. Enter the fiscal year corresponding with the date entered in the "Date of Record" field.
Weekend/Holiday	Display Only	Displays whether the date of the record is a weekend, holiday or work day. Valid values are W if the "Date of Record" is a weekend and H if the "Date of Record" is a holiday. If this field is blank, the "Date of Record" is a work day.

Campus (CAMP)

Purpose

The Campus (CAMP) window defines codes that identify the campus.

CAMP Coding Instructions



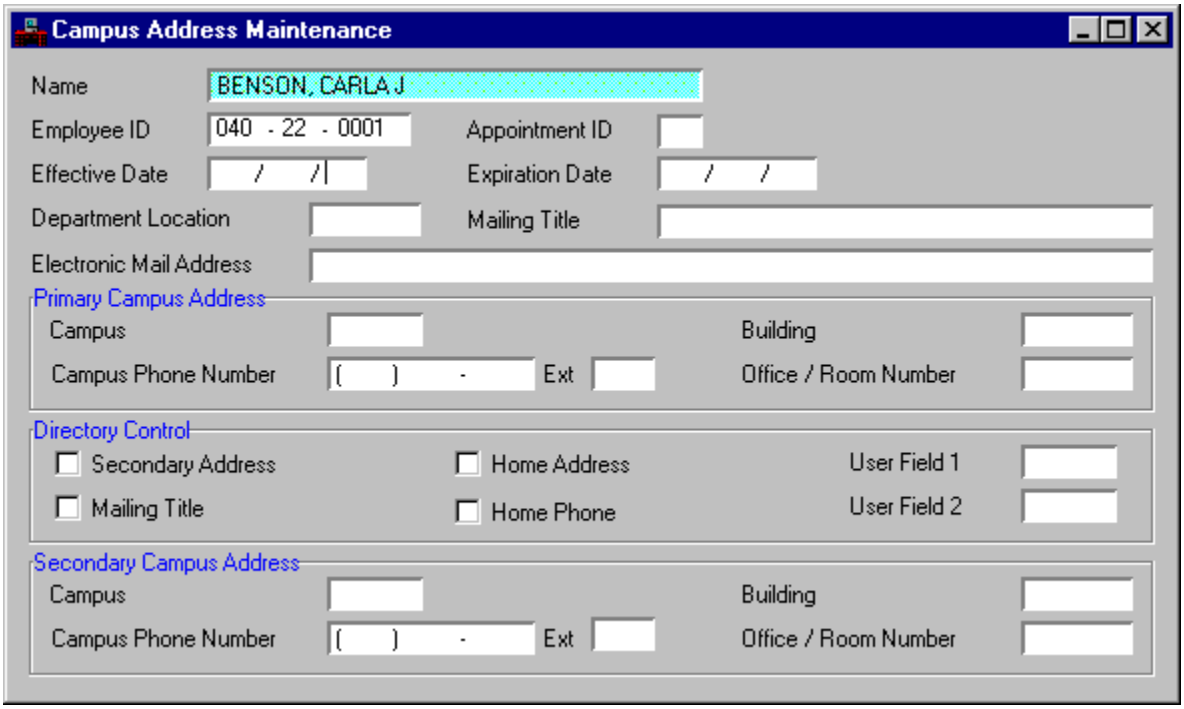
Field Name	Length	Definition
HEADER		
Campus	5	Required. Enter a unique code to identify the campus.
Effective Date	6	Required. Enter the date (*mm/dd/yy*) the campus code becomes effective.
Expiration Date	6	Default is 99/99/99. Enter the last date (*mm/dd/yy*) the campus code is in effect.
Short Description	12	Required. Enter the short description of the campus code.
Long Description	30	Defaults to the "Short Description" entry. Enter the long description of the campus code.

Campus Address Maintenance (CADR)

Purpose

The Campus Address Maintenance (CADR) window defines primary and secondary campus addresses for employees based on their appointment ID. This window allows different address data to be associated with each of the employee's appointments. In addition to the campus address information, the employee's electronic mail address, mailing title, and campus phone number can be recorded. This information is used for the production of a campus address extract file, which can be used to create a phone directory, mailing labels, or reference reports. This window also provides a way to control which information can be included in the campus publications.

CADR Coding Instructions



Field Name	Length	Definition
Name	Display Only	Displays the employee's full name (last name, first name, and middle initial).
Employee ID	10	Required. Enter the employee's social security number.
Appointment ID	1	Default is blank. If the employee holds more than one position, enter the appropriate appointment identification number to indicate which position is affected. Leave blank to indicate the employee's primary appointment.

Effective Date	6	Required. Enter the date (*mm/dd/yy*) the campus address information is effective. Default is 99/99/99. Enter the last date (*mm/dd/yy*) the campus address information is in effect.
Expiration Date	6	**Note:** The system displays 99/99/99 as the expiration date on the most recent transaction. As a subsequent transaction is completed, the expiration date for the previous transaction is automatically updated to the day before the effective date of the new transaction.
Department Location	6	Required. Enter the location code to identify the campus mailing address for the department in which the employee works. Valid values are located on the Location (LOC) window.
Mailing Title	30	Conditional. Required if the "Mailing Title" checkbox is selected; otherwise, optional. Enter the job title to be included in the campus phone directory or on mailing labels.
Electronic Mail Address	50	Optional. Leave blank, or enter the employee's campus electronic mailing address.
Campus	5	Required. Enter the primary campus where the employee works. Valid values are located on the Campus (CAMP) window.
Building	6	Required. Enter the building where the employee's primary office or mailbox is located (e.g., administration building). Valid values are located on the Building (BLDG) window.
Campus Phone Number	10	Required. Enter the employee's primary telephone number (e.g., office telephone number).
Extension	4	Optional. Leave blank, or enter the employee's primary telephone number extension.
Office/Room Number	6	Required. Enter the employee's primary office or room number.
Secondary Address	Checkbox	Default is blank. Check this box if the employee's secondary address should be included in the directory. Clear if the

		employee's secondary address should not be included in the directory.
Home Address	Checkbox	Default is blank. Select if the employee's home address should be included in the directory. Clear if the employee's home address should not be included in the directory. **Note:** The employee's home address is maintained on the Employee Address Maintenance (ADDR) window.
User Field 1	5	Optional. Field not defined.
Mailing Title	Checkbox	Default is blank. Check this box if the employee's mailing title should be included in the directory. Clear if the employee's mailing title should not be included in the directory.
Home Phone	Checkbox	Default is blank. Check this box if the employee's home telephone number should be included in the directory. Clear if the employee's home phone number should not be included in the directory. **Note:** The employee's home telephone number is maintained on the Employee Address Maintenance (ADDR) window.
User Field 2	5	Optional. Field not defined.
Campus	5	Required. Enter the secondary campus where the employee works. Valid values are located on the Campus (CAMP) window.
Building	6	Required. Enter the building where the employee's secondary office or mailbox is located (e.g., administration building). Valid values are located on the Building (BLDG) window.
Campus Phone Number	10	Required. Enter the employee's secondary telephone number (e.g., office phone number).
Extension	4	Optional. Leave blank, or enter the employee's secondary telephone number extension.

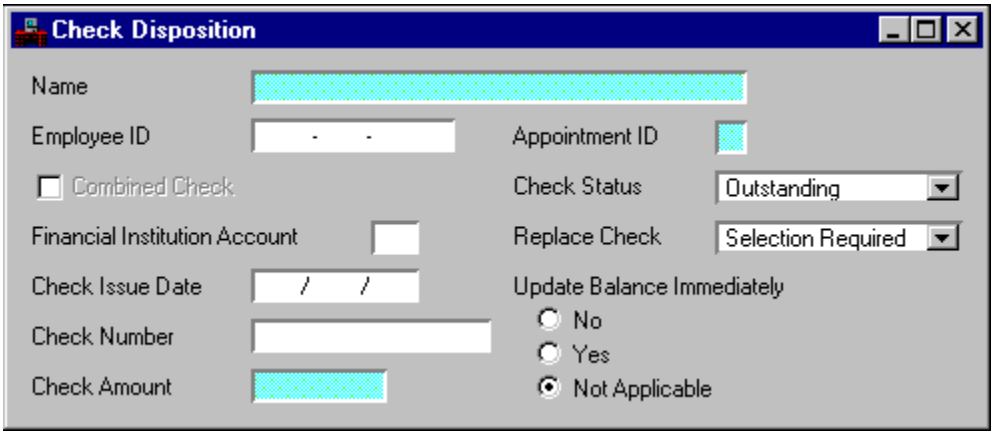
Office/Room Number	6	Required. Enter the employee's secondary office or room number.

Check Disposition (CHCK)

Purpose

The Check Disposition (CHCK) window displays the current status of an employee's check, and allows the user to change the status of the check.

CHCK Coding Instructions



Field Name	Length	Definition
Name	Display Only.	The employee's full name (last name, first name, and middle initial) is displayed.
Employee ID	10	Required. Enter the employee's social security number.
Appointment ID	Display Only.	The employee's appointment identification code is displayed.
Combined Check	Display Only.	This field displays ***Y*** if a check is combined, ***N*** if the check is not combined. The combined check processing feature incorporates all of the employee's appointments that have the same pay cycle, pay period end date and prints a single check. (Example: Employee works full time at DOLIR and part-time at Corrections). The State

		of Missouri will not be utilizing this option. State employees with multiple appointments will receive a check for each agency.
Financial Institution Account	2	Optional. Enter the financial institution account code of the check to be displayed. Refer to the HR Bank Account (FINI) window for valid values.
Check Issue Date	6	Required. Enter the check date (*mm/dd/yy*).
Check Number	14	Required. Enter the check number.
Check Amount	Display Only	The amount of the check is displayed.
Check Status	1	Optional. Select a value to indicate the status of the check. Valid values are: ***Outstanding [O]*** ***Cleared [C]*** ***Redeposited [R]***
Replace Check	1	Required. *Selection Required* indicates that a value must be entered. Select a value to indicate whether the check should be replaced, duplicated, or if it should not be replaced. Valid values are: ***Replace [Y]*** ***Duplicate [D]*** ***Do Not Replace [N]*** The State of Missouri is not utilizing the ***Duplicate [D]*** value at this time.
Update Balance Immediately	Radio Buttons.	Required. Select the value to indicate whether the employee's balance should be updated immediately or not. Valid values are: ***No [N]*** ***Yes [Y]*** Runs an online No-Pay-Calculation cycle for the employee. ***Not Applicable [blank]***

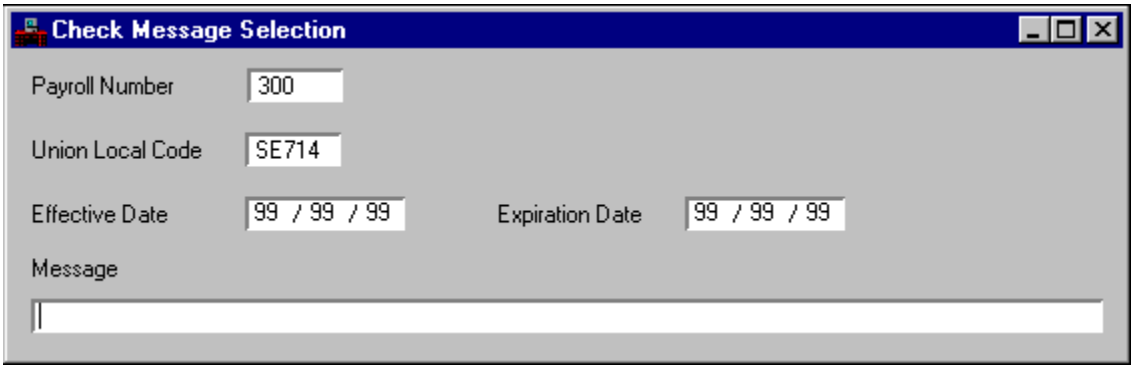
Check Message Selection (CKMS)

Purpose

The Check Message Selection (CKMS) window defines personal messages to be printed on selected groups of employee checks.

When looking for a check message for an employee's check, the system looks up the employee's Payroll Number and Union Local Code, then it looks up based on the following wildcard combinations: 1st look up – Payroll Number and Union Local Code, 2nd look up – Payroll Number and wildcard (*****), 3rd look up – wildcard (*****) and Union Local Code, 4th look up – wildcard (*****) and wildcard (*****).

CKMS Coding Instructions



Field Name	Length	Definition
Payroll Number	5	Required. Enter the payroll number for which the check message that is being added, changed, or deleted, is valid. Enter asterisks (*****) to make this check message valid across all payroll numbers. Refer to the Payroll Number (PYNO) window for valid values.
Union Local Code	5	Required. Enter the code of the union local for which the check message that is being added, changed, or deleted, is valid. Enter asterisks (*****) to make this check message valid across all union locals. Refer to the Union Local (ULOC) window for valid values.
Effective Date	6	Required. Enter the date this message becomes effective in *(mm/dd/yy)* format. Any paychecks with a check date falling

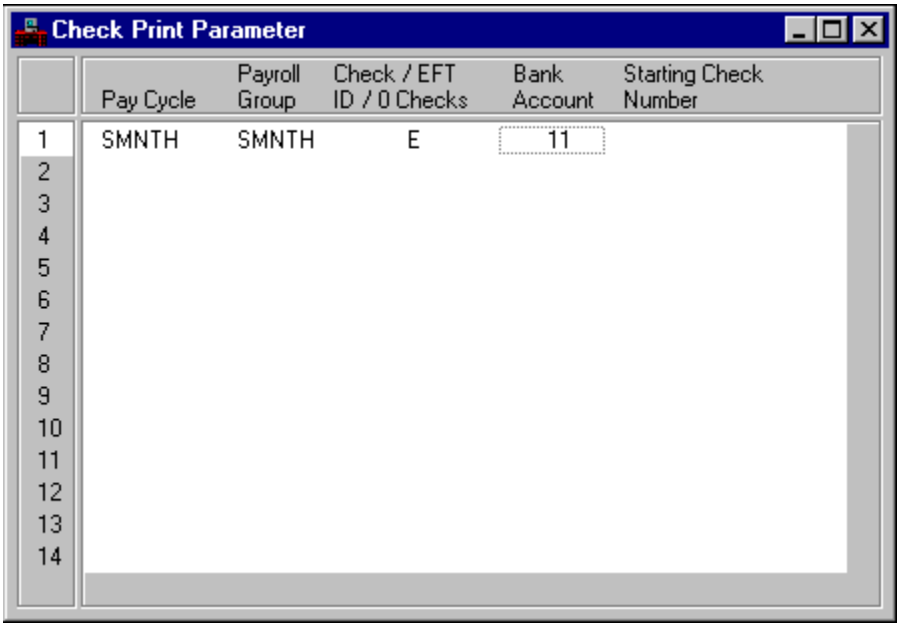
		between this date and the expiration date will have this message printed on them.
Expiration Date	6	Optional. Enter the last date this message is effective in *(mm/dd/yy)* format. Any paychecks with a check date falling between the effective date and this date will have this message printed on them. Default is *99/99/99*.
Message	66	Required. Enter the message to be printed on the specified checks.

Check Print Parameter (CPRM)

Purpose

The Check Print Parameter (CPRM) window provides information to the Check Print process, in order to print checks or generate an electronic funds transfer (EFT) file. More specifically, this window provides the Check Print process with the bank account number for the checks and electronic fund transfers in each pay cycle and payroll group combination. The check print process is run after Gross-to-Net and the check formatting process.

CPRM Coding Instructions



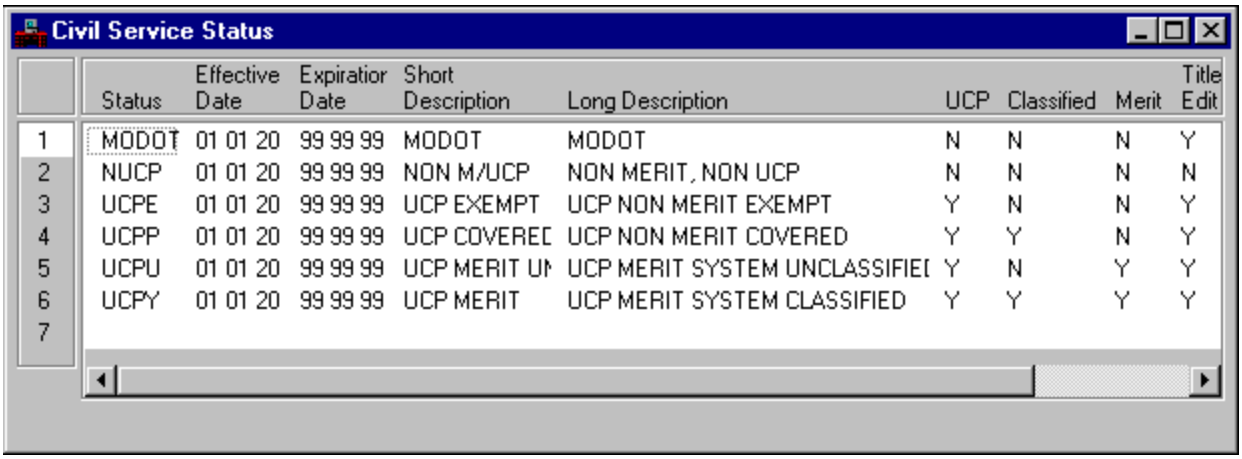
Field Name	Length	Definition
Pay Cycle	5	Required. Enter the pay cycle of the employees whose checks are being formatted. Refer to the Pay Cycle (CYCL) window for valid values.
Payroll Group	5	Required. Enter the payroll group of the employees whose checks are being formatted. Refer to the Payroll Group (PYGP) window for valid values.
Check/EFT ID	1	Required. Indicate whether the parameters listed are for formatting *Check Files [C]*, *Direct Deposit Files [E]*, or *Zero Check Files [Z]* produced by the Check/Direct Deposit Advice Formatter (HA002200C).
Bank Account	2	Required. Enter the code of the bank account against which the checks in this file are drawn. Refer to the HR Bank Account (FINI) window for valid values.
Starting Check Number	14	Required. Enter the check or direct deposit advice number with which processing should start for this file. The value entered should correspond to the number of the first check on the check stock mounted on the printer.

Civil Service Status (CIVS)

Purpose

The Civil Service Status (CIVS) window defines the codes which identify employees' statuses associated with civil service processes and procedures, such as permanent and provisional and UCP and merit.

CIVS Coding Instructions



Field Name	Length	Definition
Status	5	Required. Enter the civil service status code that is being changed, added or expired.
Effective Date	6	Required. Enter the date the entry becomes effective.
Expiration Date	6	Default is 99/99/99. Enter the last date the information is in effect.
Short Description	12	Required. Enter the new or changed short description of the status.
Long Description	30	Default is Short Description entry. Enter the new or changed long description of the status.
UCP	1	Required. Select [Y] to indicate a UCP Agency. Select [N] to indicate a non-UCP Agency.
Classified	1	Required. Select [Y] to indicate a classified position. Select [N] to indicate an unclassified position.
Merit	1	Required. Select [Y] to indicate a merit position. Select [N] to indicate a non-merit position.
Title Edit	1	Required. Select [Y] to indicate a title edit is required during an ESMT update. Select [N] to indicate a title edit is not required during an ESMT update.

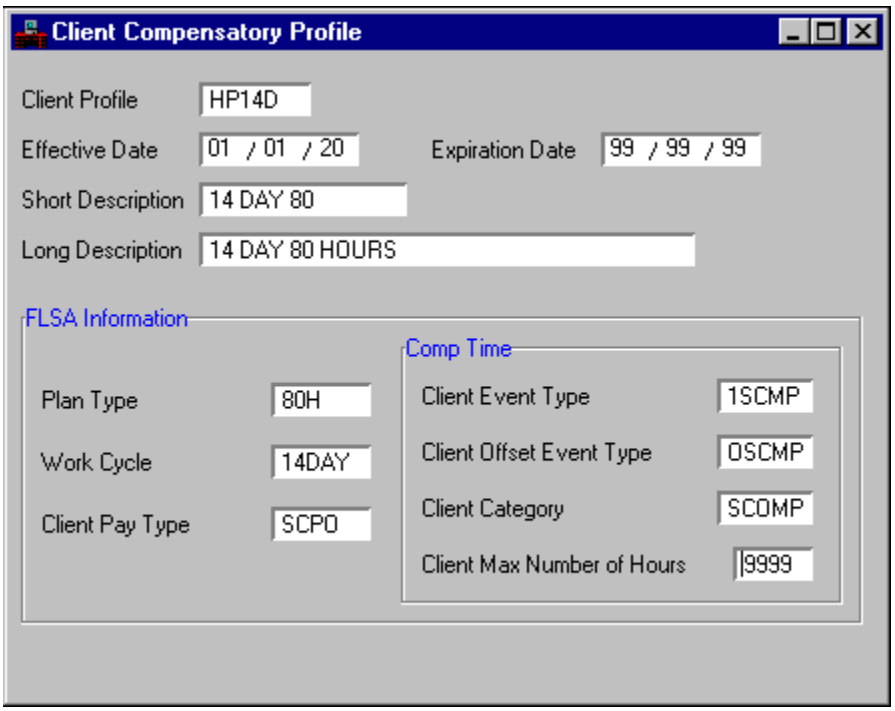
Override Edit	1	Required. Select [Y] to indicate all override fields will be inferred from the employee's position (PSMT). Select [N] to allow overrides to be overridden at the employee level (ESMT).
PEDT Group	2	Required. Select the code from the Personnel Edit Group window that corresponds to the Civil Service Status.

Client Compensatory Profile (CCPR)

Purpose

The Client Compensatory Profile window defines the straight time compensatory time rules and groups employees who follow the same non-federal comp time processing. The window uses the same FLSA hours and FLSA Work Cycle definitions used for federal compensatory time processing. The window has fields for both the straight time and holiday comp time leave accrual events that are to be generated for the "client" and "holiday" buckets.

CCPR Coding Instructions



Field Name **Length** **Definition**

Client Profile	6	Required. Enter the code which groups employees who follow the same non-federal compensatory time processing.
Effective Date	6	Required. Enter the date the client profile code becomes effective.
Expiration Date	6	Defaults to 99/99/99. Enter the date the Client Profile code is no longer valid.
Short Description	12	Required. Enter the description of the Client Profile code.
Long Description	30	Defaults to Short Description. Enter the long description of the Client Profile code.
Plan Type	6	Required. Enter the FLSA plan type associated with the Client Profile. Valid values are located on the FLHR window.
Work Cycle	5	Required. Enter the work cycle code that corresponds with the client profile. Valid values are located on the FLWK window.
Client Pay Type	5	Required. Enter the pay event code used in paying Client overtime. Valid values are located on the EVNT window.
Holiday Pay Type	5	Required. Enter the pay event code used to pay holiday overtime. Valid values are located on the EVNT window.
Client Event Type	5	Required. Enter the event type for straight leave time to be accrued. Valid values are located on the EVNT window.
Client Offset Event Type	5	Required. Enter the event type used to reverse amount originally associated with overtime.
Client Category	5	Conditional. Required if “Max Number of Hours” is greater than zero. Otherwise, leave blank. If this CCPR profile permits payment for state compensatory time earned, enter the appropriate pay category code. Valid values are located on the CATG window.
Client Max Number of Hours	3	Conditional/Optional?. Enter the maximum number of state compensatory time which can be accrued for this CCPR profile.
Holiday Event Type	5	Required. Enter the event type for holiday time to be accrued. Valid values are located on the EVNT window.

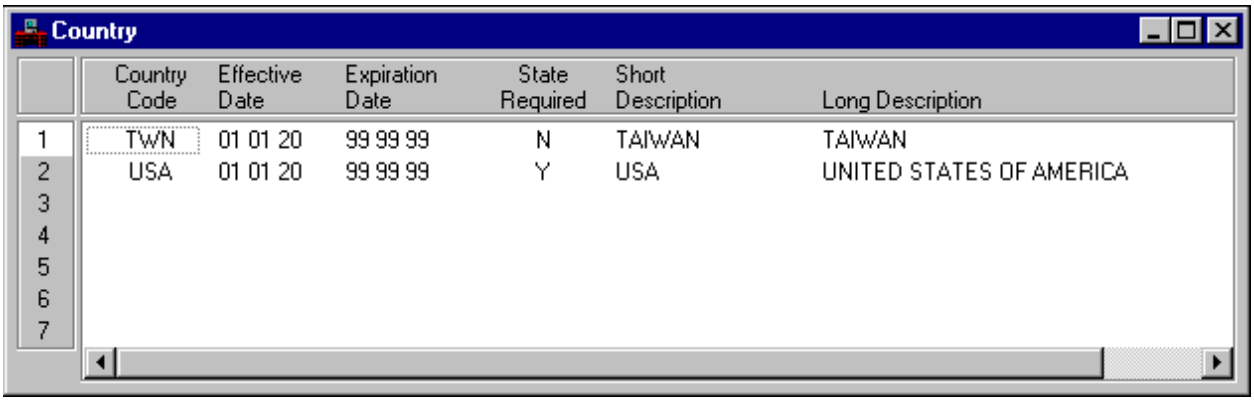
Holiday Offset Event Type	5	Required. Enter the EVNT type used to reverse the amount originally associated with holiday overtime.
Holiday Category	5	Conditional. Required if "Max Number of Hours" is greater than zero. Otherwise, leave blank. If this CCPR profile permits payment for Holiday compensatory time earned, enter the pay category code for holiday comp time payment. Valid values are located on the CATG window.
Holiday Max Number of Hours	3	Optional. Enter the maximum number of hours of Holiday comp time which can be accrued for this CCPR profile.

Country (CTRY)

Purpose

The Country (CTRY) window defines the codes that identify any countries where employees or applicants might reside.

CTRY Coding Instructions



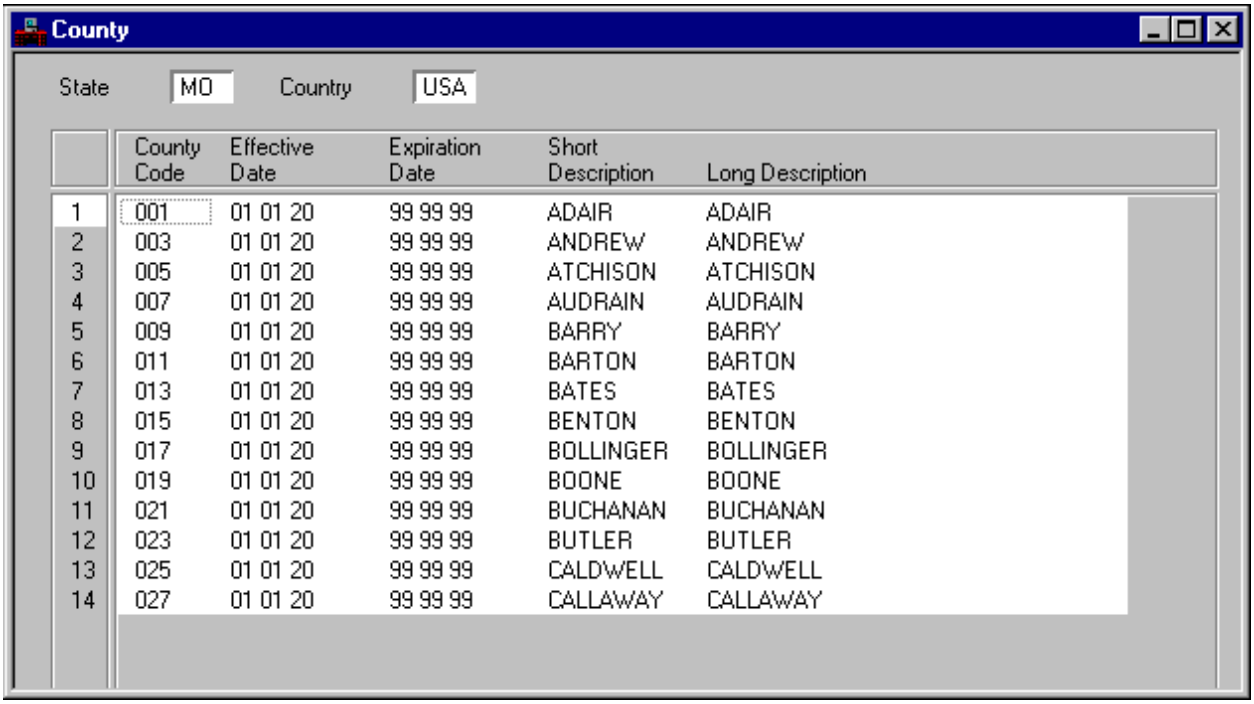
Field Name	Length	Definition
HEADER		
Country Code	3	Required. Enter the country code being added, changed, or expired.

Effective Date	6	Required. Enter the date (mm/dd/yy) the country code becomes effective.
Expiration Date	6	Default is 99/99/99. Enter the last date (mm/dd/yy) the country code is in effect.
State Required	1	Required. Enter Y if a state code within the country is required as part of a complete address. Enter N if a state code within the country is not required as a part of a complete address.
Short Description	12	Required. Enter the short description of the country code.
Long Description	30	Defaults to the "Short Description" entry. Enter the long description of the country code.

County (CNTY)

Purpose

CNTY Coding Instructions



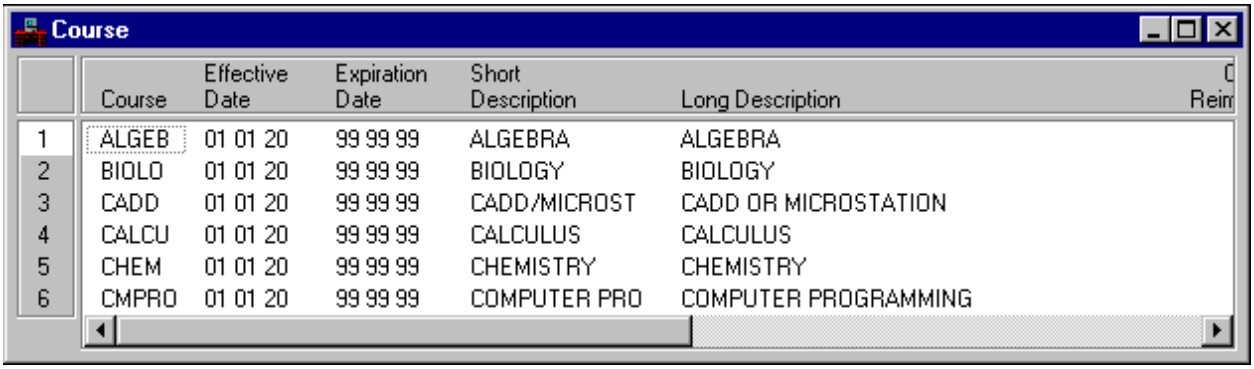
Field Name	Length	Definition
State		
Country		
County Code		
Effective Date		
Expiration Date		
Short Description		
Long Description		

Course (CRSE)

Purpose

The Course (CRSE) window is used to define the codes that identify educational or training courses employees can participate in and accumulate towards a degree or career advancement.

CRSE Coding Instructions



Field Name	Length	Definition
Course	5	Required. Enter the course code being added, changed, or expired.

Effective Date	6	Required. Enter the date (mm/dd/yy) the course code becomes effective.
Expiration Date	6	Default is 99/99/99. Enter the last date (mm/dd/yy) the course code is in effect.
Short Description	12	Required. Enter the short description of the course code.
Long Description	30	Defaults to the "Short Description" entry. Enter the long description of the course code.
Override Reimbursement	1	Default is N. Enter Y to indicate that an employee can be reimbursed a non-standard amount for the specified course. Enter N if an employee can only be reimbursed a standard amount. Standard amounts are defined on the Course Grade (CGRD) window.
School	6	Optional. Leave blank, or enter the code for the school where the course is taught. Valid values are located on the School (SCHL) window.
Hours	6	Conditional. Required if "Hours Basis" is entered; otherwise, optional. Enter the number of hours allotted to the course.
Hours Basis	1	Optional. Leave blank, or enter a value to indicate the basis for the specified course hours. Valid values are C for classroom; Q for quarter; S for Semester; T for trimester; U for Continuing Education Unit; and O for Other.
Cost	8	Optional. Leave blank, or enter the cost of the course.
Instructor	30	Optional. Leave blank, or enter the name of the course instructor.

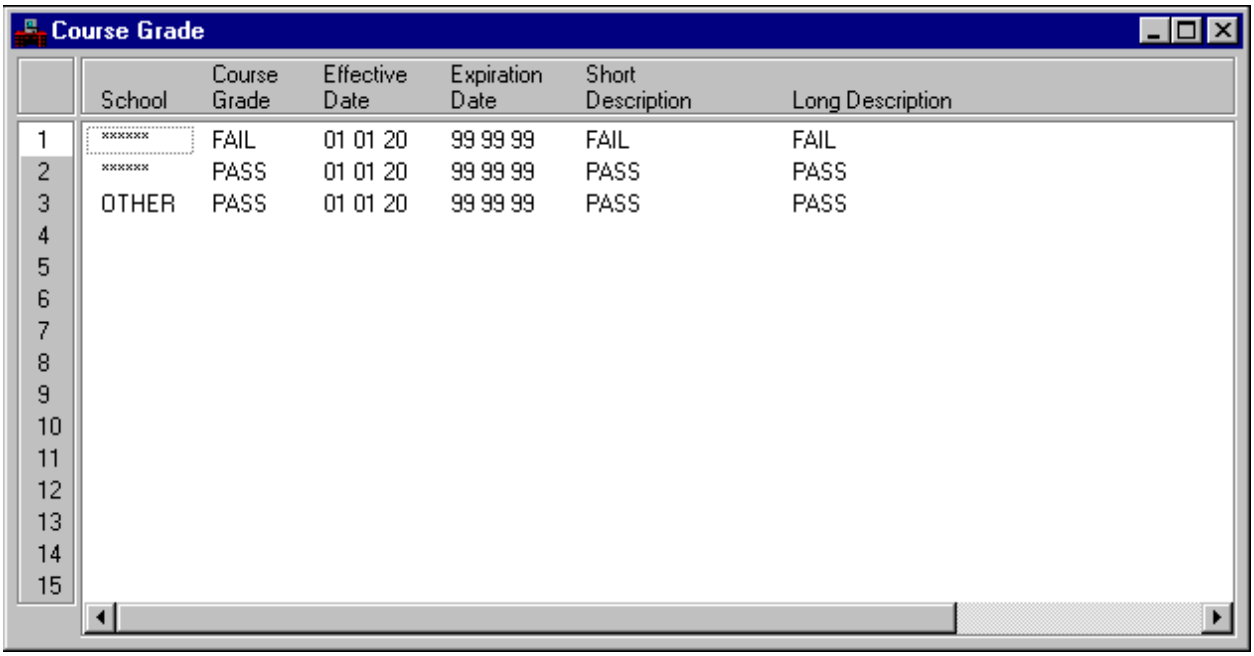
Course Grade (CGRD)

Purpose

The Course Grade (CGRD) window is used to identify possible grades employees can receive for courses given at a particular school. This window also defines the percentage

employees are reimbursed for course costs when they earn each grade entered on this window.

CGRD Coding Instructions



Field Name	Length	Definition
HEADER		
School	6	Required. Enter the school code used to add, change, or expire a course grade. Valid values are located on the School (SCHL) window. **Note: If the course grade is applicable to all schools, enter ****** as the school code.**
Course Grade	5	Required. Enter the course grade code being added, change, or expired.
Effective Date	6	Required. Enter the date (mm/dd/yy) the course grade code becomes effective.
Expiration Date	6	Default is 99/99/99. Enter the last date (mm/dd/yy) the course grade code is in effect.

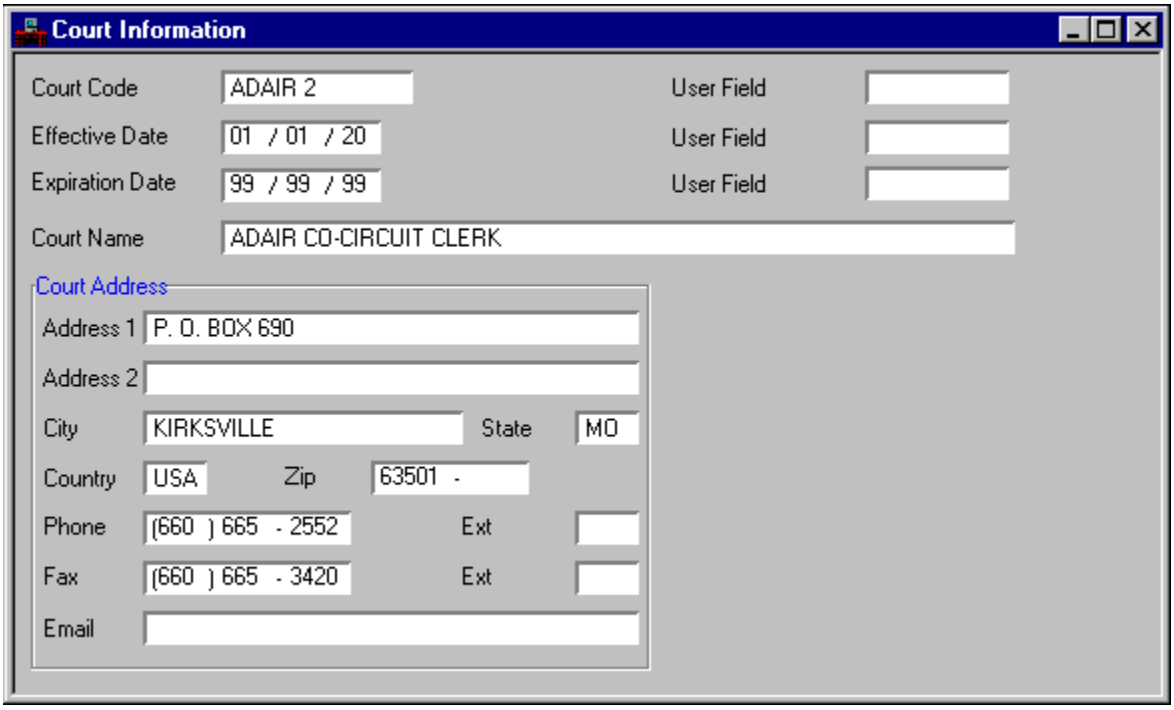
Short Description	12	Required. Enter the short description of the course grade code.
Long Description	30	Defaults to the “Short Description” entry. Enter the long description of the course grade code.
Reimbursement Percentage	4	Conditional. If employees are reimbursed tuition costs based on grade received, enter a reimbursement percentage for the specified grade (e.g., if the grade of C might be reimbursed for 75% of the tuition cost, enter 0.75.) If employees are always reimbursed 100% of the tuition cost, regardless of the grade received, enter 1. 00. If employees are always reimbursed non-standard amounts, do not enter a reimbursement percentage amount.

Court Information (CORT)

Purpose

The Court Information (CORT) window is used to record and view information relating to the courts associated with the wage attachment process.

CORT Coding Instructions



Field Name	Length	Definition
Court Code	11	Required. Enter a unique code assigned to the court that is being added, changed, or expired.
Effective Date	8	Required. Enter the date the information becomes effective.
Expiration Date	8	Required. Enter the last date the information is in effect. This will default to 99/99/99.
Court Name	30	Required. Enter the name of the court.
User Field	8	Optional. Additional field to be used at the discretion of the State of Missouri.
User Field	8	Optional. Additional field to be used at the discretion of the State of Missouri.
User Field	8	Optional. Additional field to be used at the discretion of the State of Missouri.
Court Address Line 1	30	Required. Enter the address of the court.
Court Address Line 2	30	Optional. Enter the address of the court if another line is needed.
City	19	Required. Enter the name of the city.
State	3	Required. Enter the appropriate state code. Refer to the State (ST) window for valid values.
Country	3	Required. Enter the appropriate country code. Refer to the Country (CTRY) window for valid values.
Zip	9	Required. Enter the zip code.
Phone	14	Optional. Enter the court's phone number and extension, if known.
Fax	14	Optional. Enter the court's fax number and extension, if known.
E-mail	30	Optional. Enter the court's e-mail address, if known.

Current Period Crew Timesheet (CREW)

Purpose

The Current Period Crew Timesheet Document (CREW) is generated by the Current Period Crew Timesheet Document Generation (CRGN) and allows time entry for all the employees within a respective pay location.

CREW Coding Instructions

Field Name	Length	Definition
Date	6	Input Optional. The Event Date entered on the Current Period Crew Timesheet Document Generation (CRGN) is displayed. The Date changed or entered must be a workday that is on the Work Day Schedule Table (WDAY). For example, if an employee enters time for 07/01/00 and 07/02/00, the system will verify that 07/01/00 and 07/02/00 are indeed workdays based upon the employee's work schedule. If the Event Date is not a workday on WDAY, an error will be issued once the user updates CTGN.
Pay Location	5	Optional. The Pay Location entered on CRGN is displayed in this field.
EVENT VIEW		
Name	Display Only	The employee's full name (last name, first name, and middle initial) is displayed.
Work Schedule	Display Only	The employee's scheduled work hours for the Event Date are displayed based on the information specified on the Pay Class (PYCL) window and the Work Day Schedule (WDAY) window for the employee.
Employee ID	Display Only	The employee's identification (SSN) number is displayed.
Appointment ID	Display Only	The Appointment ID is generated from the CRGN entry, as applicable.

Event Type	5	Input Optional. This field is populated with the Event Type specified on CRGN. When this field is entered or changed, the Event Type entered must be used on a valid day, depending on the employee's work schedule. For example, "Emergency On Call" pay may only be used when an employee is called to work on an off day. Therefore, it cannot fall on a scheduled workday. If the Event Type does not fall on an appropriate day, either a warning message or an error will be generated when the user tries to update the CREW entry. If it generates a warning message for information purposes, the user will be able to update the CREW. However, if the entry generates an error message, the user will be unable to update the CREW without first rectifying the situation. If the leave request edit feature is utilized and an employee has requested leave through a LREQ for any day within the specified pay period, the Leave Type code requested will be generated in this field. For partial day leave requests, two lines will be generated for the Event Date: one for the leave Event Type and one for the Event Type specified on the CRGN. For example, if an employee requested 3 hours of leave and the employee is scheduled to work 8 hours, two lines will be generated. One line will indicate the leave Event Type code and a second line will indicate the employee's default Event Type code from the CRGN entry.
Input Amount	10	Input Optional. This field is populated with the default Input Amount specified on CRGN. If an entered input amount is in time, the entry must be in hours and minutes. All input amounts must be in increments of 15 minutes (for example, 1.15 for 1 ¼ hour; 1.30 for 1 ½ hour; and 1.45 for 1 ¾ hour). A value of 1.20 or 1.43 is not valid. If the leave request edit feature is utilized and an employee has requested leave through a LREQ document for any day within the specified pay period, the hours or leave requested will be

		generated in this field. For partial day leave request, two lines will be generated: one for the leave event and one for the regular event. For example, if an employee requested 3 hours of leave and the employee is scheduled to work 8 hours, two lines will be generated. One line will indicate the 3 hours of leave requested and the second line will indicate the remaining 5 hours of overtime.

OVERRIDES VIEW – Fields from the Events View Panel are also displayed on this panel. Any changes to these fields in the Overrides View Panel will also appear on the Event View Panel.

Name	Display Only	The employee's full name (last name, first name, and middle initial) is displayed.
Reduce Base Pay Type	...	Conditionally Required. For exception-paid employees, the checkbox must be selected when the Event Type is "REGLR" (Regular Pay Event) so that the pay from hours charged to this event is counted against the system-generated base pay amount. Otherwise this pay will be considered in additional to the exception base pay. For positive-paid employees, the checkbox should never be selected.
Employee ID/Appt ID	Display Only	The employee's identification (SSN) number is displayed. The Appointment ID is generated from the CRGN entry, as applicable.
Work Schedule	Display Only	The employee's scheduled work hours for the Event Date are displayed based on the information specified on the Pay Class (PYCL) window and the Work Day Schedule (WDAY) window for the employee.
Event Type	5	Input Optional. This field is populated with the Event Type specified on CRGN. When this field is entered or changed, the Event Type entered must be used on a valid day, depending on the employee's work schedule. For example, "Emergency On Call" pay may only be used when an employee is called to work on an off day. Therefore, it cannot fall on a scheduled workday. If the

		Event Type does not fall on an appropriate day, either a warning message or an error will be generated when the user tries to update the CREW entry. If it generates a warning message for information purposes, the user will be able to update the CREW. However, if the entry generates an error message, the user will be unable to update the CREW without first rectifying the situation. If the leave request edit feature is utilized and an employee has requested leave through a LREQ for any day within the specified pay period, the Leave Type code requested will be generated in this field. For partial day leave requests, two lines will be generated for the Event Date: one for the leave Event Type and one for the Event Type specified on the CRGN. For example, if an employee requested 3 hours of leave and the employee is scheduled to work 8 hours, two lines will be generated. One line will indicate the leave Event Type code and a second line will indicate the employee's default Event Type code from the CRGN entry. Input Optional. This field is populated with the default Input Amount specified on CRGN. If an entered input amount is in time, the entry must be in hours and minutes. All input amounts must be in increments of 15 minutes (for example, 1.15 for 1 ¼ hour; 1.30 for 1 ½ hour; and 1.45 for 1 ¾ hour). A value of 1.20 or 1.43 is not valid.
Input Amount	10	If the leave request edit feature is utilized and an employee has requested leave through a LREQ document for any day within the specified pay period, the hours or leave requested will be generated in this field. For partial day leave request, two lines will be generated: one for the leave event and one for the regular event. For example, if an employee requested 3 hours of leave and the employee is scheduled to work 8 hours, two lines will be generated. One line will indicate the 3 hours of leave requested and the second line will indicate the remaining 5 hours of overtime.

ACCOUNTING OVERRIDES

Distribution Option	...	Input Optional. Select "Employee Assignment" to use the default labor distribution attributes. Any information entered in the accounting fields when this Distribution Option is selected will result in an error when the user tries to update the DRGN. Select "Entered Profile" to use an override labor distribution profile. Select "Entered Acctg Values" to override accounting attributes. If the user wants to use some entered accounting values and have the rest be taken from the default values, a slash ("/") needs to be entered in any fields where the default will be used, and override values in the rest. Enter the accounting attributes assigned to the employee's position. Select "Position Assignment" to use the accounting attributes assigned to the employee's position.
Labor Distribution Profile	5	Conditionally Required. If "Entered Profile" is selected as the Distribution Option, enter the appropriate profile from the Labor Distribution Profile (LDPR) table. In this case, populating the Activity, Function, Job/Project, or Reporting Category will override the corresponding field in the chosen profile for this document entry. If the corresponding portion of the LDPR entry is not blank, a warning message will be issued, but the field will still be overridden for this document entry. None of these override codes will permanently change the LDPR table entry. For example, if an Activity code is entered on the document and the corresponding field on the LDPR entry is not blank, the Activity field for the specific Labor Distribution Profile code on LDPR will be overwritten and a warning message will be issued when the user updates the CREW entry. If the Activity field for the specific Labor Distribution Profile code on LDPR is blank, no warning message will be issued.
Fund	4	Conditionally Required. If "Use Accounting Values" is selected in the Distribution Option field, enter the fiscal or accounting entity to be charged. Refer to the Fund Index (FUND) window for valid codes.

		Note: If the Fund chosen has an Expense Budget Control Option value of "N" (none), no expense budget entry is required on Expense Budget Inquiry (EXP2) for the accounting attributes that follow. If it is set to "P" (presence) or "C" (full) an Expense Budget entry must exist for the accounting distribution that is entered.
Agency	3	Conditionally required. If "Use Accounting Values" is selected in the Distribution Option field, enter an agency code.
Organization/Sub	4.2	Conditionally Required. If "Entered Acctg Values" is selected in the Distribution Option field, enter the organization code to which the employee reports. Refer to the Organization Index (ORGN) window for valid codes. Enter the Sub-Organization code as applicable. Refer to the Sub-Organization (SORG) window for valid codes.
Appr Unit	4	Conditionally Required. If "Entered Acctg Values" is selected in the Distribution Option field, enter the appropriation code to which the employee reports. Refer to the Appropriation Index (APPR) window for valid codes.
Activity		Conditionally Required. If "Entered Acctg Values" is selected in the Distribution Option field, enter the activity code used for a further breakdown of financial activity. Refer to the Activity Index (ACTY) window for valid codes.
Function	4	Conditionally Required. If "Entered Acctg Values" is selected in the Distribution Option field, enter the function code representing the budget for the group-related activity. Refer to the Function (FUNC) window for valid codes.
Object/Sub	4.2	Input Optional. If "Entered Acctg Values" is selected in the Distribution Option field, enter the object code corresponding to the object of expense. Refer to the Object (OBJ2) window for valid codes.
		If "Entered Acctg Values" is selected in the Distribution Option field, enter the sub-object if a further breakdown of object is

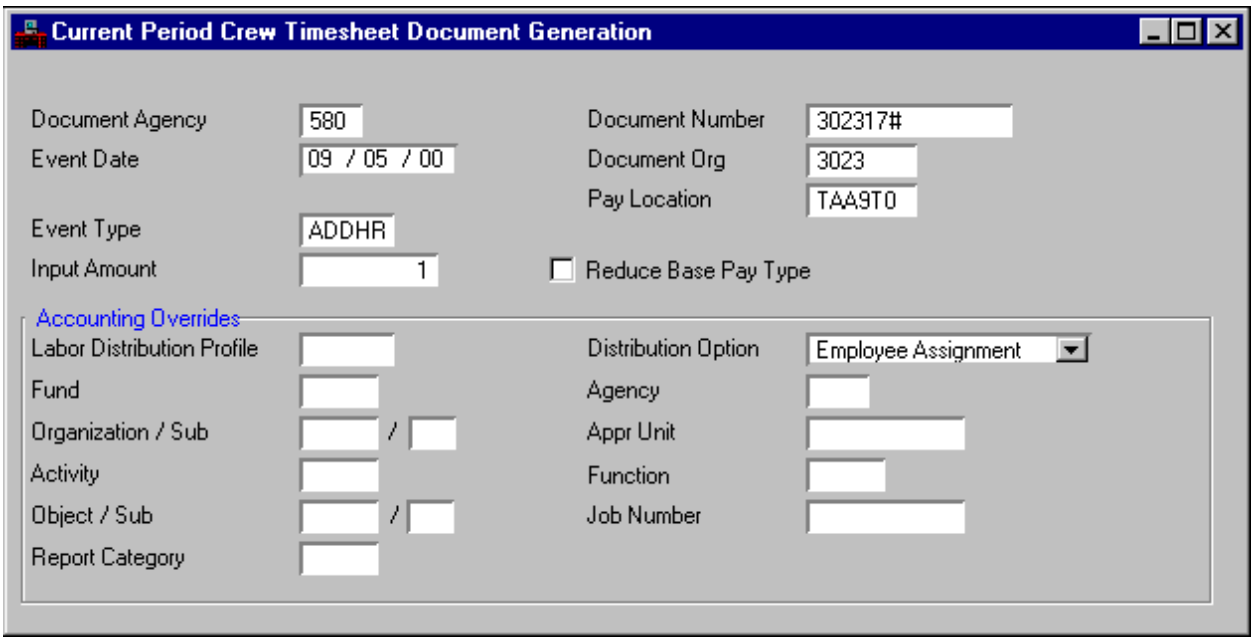
		employed. Refer to the Sub-Object (SOBJ) window for valid codes.
Job Number	8	Input Optional. If "Entered Acctg Values" is selected in the Distribution Option field, enter the job code used to track specific costs associated with particular projects or jobs. Refer to the Job Index (JOBT) window for valid codes.
Reporting Category	4	Input Optional. If "Entered Acctg Values" is selected in the Distribution Option field, enter the reporting category. Refer to the Reporting Category (RPTG) window for valid codes.

Current Period Crew Timesheet Document Generation (CRGN)

Purpose

The Current Period Crew Timesheet Document Generation (CRGN) generates the new Current Period New Timesheet Document (CREW) from user-specified data.

CRGN Coding Instructions



Field Name	Length	Definition
Document Agency	3	Requires Input. Enter the agency interest in.

Document Number	12	Requires Input. Enter the crew's org code, the pay period number and a "#" in the first spaces in this field and the next available document number will be used for the generated document once this window is updated.
Event Date	6	Requires Input. Enter the date (mm/dd/yy) on which the specified event occurs.
Pay Location	5	Requires Input. Enter the pay location assigned to the crew. Refer to the Location (LOC) window for valid codes.
Event Type	5	Requires Input. Enter the appropriate default pay or leave event code. Two of the most common codes are "REGLR" for all regularly scheduled hours and "ADDHR" for any hours over the normal work schedule. Refer to the Event Type (EVNT) window for valid codes.
Input Amount	10	Requires Input. Enter the appropriate default daily input amount for the Event Type code entered above. The amount entered here is an individual amount (not a total for the crew) that will appear on each line generated for crew members. Once the Crew Timesheet has been generated, this amount can be changed in any of the document detail lines. The Leave Input Units field on the EVNT window defines how amounts are measured for each event value. If an amount is negative, enter a minus (-) sign in the first character of the field. If the input amount is in time, the entry must be in hours and minutes. All input amounts must be in increments of 15 minutes (for example, 1.15 for 1¼ hour; 1.30 for 1½ hour; and 1.45 for 1¾ hour). A value of 1.20 or 1.43 is not valid.
Reduce Base Type	...	Conditionally Required. For exception-paid employees, the checkbox must be selected when the Event Type is "REGLR" (Regular Pay Event) so that the pay from hours charged to this event is counted against the system-generated base pay amount. Otherwise this pay will be considered in addition tot he exception base pay. For positive-paid employees, the checkbox should never be selected. If a crew has both exception-paid

		employees and positive-paid employees, the checkbox can either be selected or not, and the information can be overridden as needed at the employee level on the CREW document.

ACCOUNTING OVERRIDES

Distribution Option	...	Input Optional. Select "Employee Assignment" to use the default labor distribution attributes. Any information entered in the accounting fields when this Distribution Option is selected will result in an error when the user tries to update CRGN. Select "Entered Profile" to use an override labor distribution profile. Select "Entered Acctg Values" to override accounting attributes. If the user wants to use some entered accounting values and have the rest be taken from the employee's default values, a slash ("/") needs to be entered in any fields where the default will be used, and override values in the rest. Enter the accounting distribution codes. Select "Position Assignment" to use the accounting attributes assigned to the employee's position.
Labor Distribution Profile	5	Conditionally Required. If "Entered Profile" is selected as the Distribution Option, enter the appropriate profile from the Labor Distribution Profile (LDPR) table. In this case, populating the Activity, Function, Job/Project, or Reporting Category will override the corresponding field in the chosen profile for this document entry. If the corresponding portion of the LDPR entry is not blank, a warning message will be issued, but the field will still be overridden for this document entry. None of these override codes will permanently change the LDPR table entry. For example, if an Activity code is entered on the document and the corresponding field on the LDPR entry is not blank, the Activity field for the specific Labor Distribution Profile code on LDPR will be overwritten and a warning message will be issued when the user updates the CREW entry. If the Activity field for the specific Labor Distribution Profile code on LDPR is blank, no warning message will be issued.
Fund	4	Conditionally Required. If "Use Accounting Values" is selected in the Distribution Option field, enter the fiscal or accounting

		entity to be charged. Refer to the Fund Index (FUND) window for valid codes. **Note:** If the Fund chosen has an Expense Budget Control Option value of "N" (none), no expense budget entry is required on Expense Budget Inquiry (EXP2) for the accounting attributes that follow. If it is set to "P" (presence) or "C" (full) an Expense Budget entry must exist for the accounting distribution that is entered.
Agency	3	Conditionally Required. If "Use Accounting Values" is selected in the Distribution Option field, enter an agency code.
Organization/Sub	4.2	Conditionally Required. If "Entered Acctg Values" is selected in the Distribution Option field, enter the organization code to which the crew reports. Refer to the Organization Index (ORGN) window for valid codes. Enter the Sub-Organization code as applicable. Refer to the Sub-Organization (SORG) window for valid codes.
Appr Unit	4	Conditionally Required. If "Entered Acctg Values" is selected in the Distribution Option field, enter the appropriation code to which the crew reports. Refer to the Appropriation Index (APPR) window for valid codes.
Activity	4	Conditionally Required. If "Entered Acctg Values" is selected in the Distribution Option field, enter the activity code used for a further breakdown of financial activity. Refer to the Activity Index (ACTY) window for valid codes.
Function	4	Conditionally Required. If "Entered Acctg Values" is selected in the Distribution Option field, enter the function code representing the budget for the group-related activity. Refer to the Function (FUNC) window for valid codes.
Object/Sub	4.2	Input Optional. If "Entered Acctg Values" is selected in the Distribution Option field, enter the object code corresponding to the object of expense. Refer to the Object (OBJ2) window for valid codes.

		If "Entered Acctg Values" is selected in the Distribution Option field, enter the sub-object if a further breakdown of object is employed. Refer to the Sub-Object (SOBJ) window for valid codes.
Job Number	8	Input Optional. If "Entered Acctg Values" is selected in the Distribution Option field, enter the job code used to track specific costs associated with particular projects or jobs. Refer to the Job Index (JOBT) window for valid codes.
Reporting Category	4	Input Optional. If "Entered Acctg Values" is selected in the Distribution Option field, enter the reporting category. Refer to the Reporting Category (RPTG) window for valid codes.

Current Period Individual Timesheet (CITS)

Purpose

The Current Period Individual Timesheet Document (CITS) is generated by the Current Period Individual Timesheet Document Generation (CTGN) and allows time entry at the employee level.

CITS Coding Instructions

Field Name	Length	Definition
Name	Display Only	The employee's full name (last name, first name, and middle initial) is displayed.
Employee ID	Display Only	The employee's identification (SSN) number is generated from the Current Period Individual Timesheet Document Generation (CTGN) entry.
Appointment ID	Display Only	The Appointment ID is generated from the CTGN entry, as applicable.
Computed Totals	Display Only	The system-generated total is displayed for each workday within a pay period. These totals are generated from this document only and do not take into account any other documents for the same pay period. The value of each field

		will equal the input values from all the document lines for each corresponding day.
EVENT VIEW		
Event Date	6	Input Optional. This field is populated with the date on which the specified event occurred. The Event Date entered must be a valid day for the specific Event Type that is entered with it. If the Event Date is not valid for the event listed, then either a warning message or an error will be generated when the user tries to update the CITS entry. If it generates a warning message for informational purposes, the user will be able to update the CITS entry. If it generates a warning message for information purposes, the user will be able to update the CITS. However, if the entry generates an error message, the user will be unable to update the CITS without first rectifying the situation. For example, sick leave usage can only be entered n a regularly scheduled workday for the employee based on the information on the Work Day Schedule Table (WDAY). If the user tries to enter sick leave with an Event Date that does not appear on WDAY as a regularly scheduled work day, an error or warning message will be generated. If the leave request edit feature is utilized and a partial day leave request has been submitted through a LREQ document, two lines will be automatically generated for one event date.
Event Type	5	Input Optional. This field is populated with the Event Type specified on CTGN. When this field is entered or changed, the Event Type entered must be used on a valid day, depending on the employee's work schedule. For example, if "Emergency On Call" pay may only be used when an employee is called in to work on an off day, it cannot fall on a scheduled workday. If the Event Type does not fall on an appropriate day, either a warning message or an error will be generated when the user tries to update the CITS entry. If it generates a warning message for informational

		purposes, the user will be able to update the CITS. However, if the entry generates an error message, the user will be unable to update the CITS without first rectifying the situation. If an employee has requested leave through the Leave Request Document (LREQ) for any day within the specified pay period, the Leave Type code requested will be generated in this field. For partial day leave requests, two lines will be generated: one for the leave Event Type and one for the base Event Type. For example, if an employee requested 3 hours of sick leave and the employee is scheduled to work 8 hours, two lines will be generated. One line will indicate the leave Event Type code and a second line will indicate the employee's default Event Type code from the GTGN entry. Input Optional. This field is populated with the default Input Amount specified on CTGN. If the entered amount is in time, the entry must be in hours and minutes. All input amounts must be in increments of 15 minutes (for example, 1.15 for 1 ¼ hour; 1/30 for 1 ½ hour; and 1.45 for 1 ¾ hour). A value of 1.20 or 1.43 is not valid.
Amount	10	If the leave request edit feature is utilized and an employee has requested leave through a LREQ document for any day within the specified pay period, the hours of leave requested will be generated in this field. For partial day leave requests, two lines will be generated: one for the leave event and one for the regular event. For example, if an employee requested 3 hours of leave and the employee is scheduled to work 8 hours, two lines will be generated. One line will indicate the 3 hours of leave requested and the second line will indicate the remaining 5 hours of regular time.
Work Schedule	...	The employee's scheduled work hours for the Event Date are displayed based on the information on the Pay Class (PYCL) window and the WDAY window for the employee.

OVERRIDES VIEW

Event Date	6	Input Optional. Enter the date on which the specified even occurs.
Event Type	5	Input Optional. Enter the appropriate event type.
Amount	10	Input Optional. Enter the appropriate amount (work hours, etc.).
Work Schedule	...	Display Only. The employee's scheduled work hours for the Event Date are displayed based on the information specified on the Pay Class (PYCL) window and the WDAY window for the employee.
Reduce Base Type Flag	...	Conditionally Required. For exception-paid employees, the checkbox must be selected when the Event Type is "REGLR" (Regular Pay Event) so that the pay from hours charged to this event is counted against the system-generated base pay amount. Otherwise this pay will be considered in additional to the exception base pay. For positive-paid employees, the checkbox should never be selected.

ACCOUNTING OVERRIDES

Distribution Option	...	Input Optional. Select "Employee Assignment" to use the default labor distribution attributes. Any information entered in the accounting fields when this Distribution Option is selected will result in an error when the user tries to update the CITS. Select "Entered Profile" to use an override labor distribution profile. Select "Entered Acctg Values" to override accounting attributes. If the user wants to use some entered accounting values and have the rest be taken from the employee's default values, a slash ("/") needs to be entered in any fields where the default will be used, and override values in the rest. Enter the accounting distribution codes. Select "Position Assignment" to use the accounting attributes assigned to the employee's position.
Labor Distribution Profile	5	Conditionally Required. If "Entered Profile" is selected as the Distribution Option, enter the appropriate profile from the Labor Distribution Profile (LDPR) table. In this case, populating the Activity, Function, Job/Project, or Reporting

		Category will override the corresponding field in the chosen profile for this document entry. If the corresponding portion of the LDPR entry is not blank, a warning message will be issued, but the field will still be overridden for this document entry. None of these override codes will permanently change the LDPR table entry. For example, if an Activity code is entered on the document and the corresponding field on the LDPR entry is blank, the Activity field for the specific Labor Distribution Profile code on LDPR will be overridden and a warning message will be issues when the user updates the CITS entry. If the Activity field for the specific Labor Distribution Profile code on LDPR is blank, no warning message will be issued. Conditionally Required. If "Entered Acctg Values" is selected in the Distribution Option field, enter the fiscal or accounting entity to be charged. Refer to the Fund Index (FUND) window for valid codes.
Fund	4	**Note:** If the Fund chosen has an Expense Budget Control Option value of "N" (none), no expense budget entry is required on Expense Budget Inquiry (EXP2) for the accounting attributes that follow. If it is set to "P" (presence) or "C" (full) an Expense Budget entry must exist for the accounting distribution that is entered.
Agency	3	Conditionally Required. If "Entered Acctg Values" is selected in the Distribution Option field, enter an agency code.
Organization/Sub	4.2	Conditionally Required. If "Entered Acctg Values" is selected in the Distribution Option field, enter the organization code to which the employee reports. Refer to the Organization Index (ORGN) window for valid codes. Enter the Sub-Organization code as applicable. Refer to the Sub-Organization (SORG) window for valid codes.
Appr Unit	4	Conditionally Required. If "Entered Acctg Values" is selected in the Distribution Option field, enter the appropriation code to

		which the employee reports. Refer to the Appropriation Index (APPR) window for valid codes.
Activity	4	Conditionally Required. If "Entered Acctg Values" is selected in the Distribution Option field, enter the activity code used for a further breakdown of financial activity. Refer to the Activity Index (ACTY) window for valid codes.
Function	4	Conditionally Required. If "Entered Acctg Values" is selected in the Distribution Option field, enter the function code representing the budget for the group-related activity. Refer to the Function (FUNC) window for valid codes.
Object/Sub	4.2	Input Optional. If "Entered Acctg Values" is selected in the Distribution Option field, enter the object code corresponding to the object of expense. Refer to the Object (OBJ2) window for valid codes. If "Entered Acctg Values" is selected in the Distribution Option field, enter the sub-object if a further breakdown of object is employed. Refer to the Sub-Object (SOBJ) window for valid codes.
Job Number	8	Input Optional. If "Entered Acctg Values" is selected in the Distribution Option field, enter the job code used to track specific costs associated with particular projects or jobs. Refer to the Job Index (JOBT) window for valid codes.
Reporting Category	4	Input Optional. If "Entered Acctg Values" is selected in the Distribution Option field, enter the reporting category. Refer to the Reporting Category (RPTG) window for valid codes.

Current Period Individual Timesheet Document Generation (CTGN)

Purpose

The Current Period Individual Timesheet Document Generation (CTGN) window generates the new Current Period Individual Timesheet Document (CITS) by employee from user specified data.

CTGN Coding Instructions

Field Name	Length	Definition
Document Agency	3	**Requires Input.** Enter an agency code. This document agency code will be validated against the employee's home agency code on the employee's appropriate assignment record once the user updates CTGN. Therefore, if an employee enters an employee ID that is not within the document agency, an error will be issued.
Document Number	12	**Requires Input.** Enter the employee's org, the pay period number, and a "#" in the first spaces in this field and the next available document number will be used for the generated document once this window is updated.
Employee ID	10	**Requires Input.** Enter the employee's identification (SSN) number.
Appointment ID	1	**Input Optional.** This field requires input only if the employee is working in multiple positions concurrently. If processing a primary appointment, leave this field blank. If processing a secondary appointment, a character must be entered.
Document Org	4	**Requires Input.** Enter the employee's organization code.
Pay Period Start Date	6	**Requires Input.** Enter the date (mm/dd/yy) on which the pay period starts.
Create Pay Period Lines	…	**Requires Input.** Select the "Yes" radio button if the generated document needs to be created with a line for every workday that corresponds to the employee's work cycle. Select the "No" radio button if the generated document needs to be created with only one line for the pay period. Select the "Leave Only" radio button if the generated document needs to be created with lines depending upon the nature of leave submitted through the Leave Request Document(s). For example, if an employee requested 3 hours of sick leave and the employee is scheduled to work 8 hours, two lines will be generated. One line will indicate the **Leave Event** code and the second line will indicate the employee's base **Event Type** code.

Event Type	5	**Requires Input.** Enter the appropriate default pay or leave event code. Two of the most common codes are "REGLR" for all regularly scheduled hours and "ADDHR" for any hours over the normal work schedule. Refer to the Event Type (EVNT) window for other valid codes.
Input Amount	10	**Requires Input.** Enter the appropriate default daily input amount for the **Event Type** code entered above. The amount entered here is an individual amount (not a total for the whole timesheet) that will appear on each line generated for the employee. Once the Individual Timesheet has been generated, this amount can be changed in any of the document detail lines. If an amount is negative, enter a minus (-) sign in the first character of the field. If the input amount is in time, the entry must be in hours and minutes. All input amounts must be in increments of 15 minutes (for example, 1.15 for 1¼ hour; 1.30 for 1½ hour; and 1.45 for 1¾ hour). A value of 1.20 or 1.43 is not valid. If the **Event Type** has been entered as "PDIEM", pay will be calculated on a daily basis, so for each day that this event is used, enter "1" in the **Input Amount** field.
Reduce Base Type ...		**Conditionally Required.** For exception-based employees, the **Reduce Base Pay Type** checkbox must be selected when the **Event Type** is "REGLR" (Regular Pay Event) so that the pay from hours charged to this event is counted against the system-generated base pay amount. Otherwise, this pay will be considered in addition to the exception base pay. For positive-paid employees, the **Reduce Base Pay Type** checkbox should never be selected.

ACCOUNTING OVERRIDES: ***If fields on the Accounting Overrides Panel are left blank, the accounting information will default from where it is defined in the system for the particular employee. Generally, it will come from the employee's position on the Position Status Maintenance (PSMT) window. However, the default could also be generated from the Agency Specific and Accounting Data (AGYS) window. If the default accounting information from one of these sources should not be used, enter the accounting information that should appear as the default on the generated***

document for the pay period. If accounting overrides are necessary, enter the following fields:

Distribution Option	...	**Input Optional.** Select "Employee Assignment" to use the default labor distribution attributes. Select "Entered Profile" to use an override labor distribution profile. Select "Entered Acctg Values" to override accounting attributes. If the user wants to use some entered accounting values and have the rest be taken from the employee's default values, a slash ("/") needs to be entered in any fields where the default will be used, and override values in the rest. Enter the accounting distribution codes. Select "Position Assignment" to use the accounting attributes assigned to the employee's position.
Labor Distribution Profile	5	**Conditionally Required.** If "Entered Profile" is selected as the **Distribution Option**, enter the appropriate profile from the Labor Distribution Profile (LDPR) table. In this case, populating the **Activity, Function, Job/Project,** or **Reporting Category** will override the corresponding field in the chosen profile for this document entry. If the corresponding portion of the LDPR entry is not blank, a warning message will be issued, but the field will still be overridden for this document entry. None of these override codes will permanently change the LDPR table entry. For example, if an **Activity** code is entered on the document and the corresponding field on the LDPR entry is not blank, the Activity field for the specific **Labor Distribution Profile** code on LDPR will be overridden and a warning message will be issued when the user updates the CTGN entry. If the **Activity** field for the specific **Labor Distribution Profile** code on LDPR is blank, no warning message will be issued. Refer to the Labor Distribution Profile (LDPR) window for valid codes.
Fund	4	**Conditionally Required.** If "Entered Acctg Values" is selected as the **Distribution Option**, enter the fiscal or accounting entity to be charged. Refer to the Fund Index (FUND) window for valid codes. **Note:** If the Fund chosen has an **Expense Budget Control**

		Option value of “N” (none), no expense budget entry is required on Expense Budget Inquiry (EXP2) for the accounting attributes that follow. If it is set to “P” (presence) or “C” (full) an **Expense Budget** entry must exist for the accounting distribution that is entered.
Agency	3	**Conditionally Required.** If “Entered Acctg Values” is selected as the **Distribution Option**, enter an agency code.
Organization/Sub	4.2	**Conditionally Required.** If “Entered Acctg Values” is selected as the **Distribution Option**, enter the organization code to which the employee reports. Refer to the Organization Index (ORGN) window for valid codes. Enter the Sub-Organization code as applicable. Refer to the Sub-Organization (SORG) window for valid codes.
Appr Unit	4	**Conditionally Required.** If “Entered Acctg Values” is selected as the **Distribution Option**, enter the appropriation code to which the employee reports. Refer to the Appropriation Index (APPR) window for valid codes.
Activity	4	**Conditionally Required.** If “Entered Acctg Values” is selected as the **Distribution Option**, enter the activity code used for a further breakdown of financial activity. Refer to the Activity Index (ACTY) window for valid codes.
Function	4	**Conditionally Required.** If “Entered Acctg Values” is selected as the **Distribution Option**, enter the function code representing the budget for the group-related activity. Refer to the Function (FUNC) window for valid codes.
Object/Sub	4.2	**Input Optional.** If “Entered Acctg Values” is selected as the **Distribution Option**, enter the object code corresponding to the object of expense. Refer to the Object (OBJ2) window for valid codes. If “Entered Acctg Values” is selected as the **Distribution Option**, enter the sub-object if a further breakdown of object is employed. Refer to the Sub-Object (SOBJ) window for valid codes.

Job Number	8	**Input Optional.** If "Entered Acctg Values" is selected as the **Distribution Option**, enter the job code used to track specific costs associated with particular projects or jobs. Refer to the Job Index (JOBT) window for valid codes.
Reporting Category	4	**Input Optional.** If "Entered Acctg Values" is selected as the **Distribution Option**, enter the reporting category. Refer to the Reporting Category (RPTG) window for valid codes.

Current Period Time Sheet (CPER)

Purpose

The Current Period Timesheet (CPER) document window is used to record time worked and leave taken during the current pay period. Upon accessing a CPER, the user will receive the Batch/Document Entry Window. This window is used as a 'doorway' to various documents within the SAM II System, including the Current Period Timesheet (CPER).

The 'Automatic Document Numbering' feature of the Batch/Document Entry window has been enabled statewide. Therefore, the system will automatically assign numbers to new documents as they are created. The user only needs to enter the appropriate three-digit agency number assigned the employee(s) the timesheets are being created for.

Batch/Document Entry Window Coding Instructions

Field Name	Length	Definition
View by	Radio Button	Select whether the options shown in the Document Type menu will be listed by Window Name or Window Code.
Document Type	Dropdown Menu	Select the type of document to work on.
Batch ID	...	Not applicable. Missouri will not be processing these documents by batch.

Organization	3	Required. Enter the organization code appropriate to the employee(s) you will be entering timesheets for. Valid values are found on the Organization (ORGN) window.
Document ID	3	Required. Enter the agency code appropriate to the employee(s) you will be entering timesheets for. Valid values are found on the Agency Index (AGCY) window.
Document ID	...	Not Applicable. Automatic Document Numbering
Automatic Document Numbering	Checkbox	The 'Automatic Document Numbering' feature of the Batch/Document Entry window has been enabled statewide. Therefore, the system will automatically assign numbers to new documents as they are created.
New/Open/Scan	Radio Button	Select the action you wish to take.
OK	Button	Select if you wish to proceed with this action.
Cancel	Button	Select if you wish to cancel this action. The window will close and you will need to access the window again to proceed with another action.

CPER Coding Instructions - Event View

In order to insert, copy, remove or go to specific lines of entry on the CPER, use the Edit 'pull-down menu' on your ADVANTAGE Desktop:

- Insert Line After Ctrl + F
- Insert Line Before Ctrl + B
- Remove Line Ctrl + R
- Copy Line Ctrl + Y
- Go To Line Ctrl + T

The maximum lines viewable at one time on one screen of a CPER are five.

Field Name Length Definition

HEADER

Name	Display Only	The employee's full name (last name, first name, and middle initial) is displayed.
Employee ID	10	Required. Enter the employee's Social Security number.
Appointment ID	1	Optional. Indicates the job for which time and/or leave events are being entered. This field will be blank for employees with only one job.
Input Total	10	Conditional. Used to record the user's count of the total hours being entered on this CPER.
Computed Input Total	...	Not applicable.

DETAIL

Event Date	6	Required. The date of the time worked or leave event.
Event Type	5	Required. The code designating the nature of the time or leave. Valid codes are found on the Event Type (EVNT) window.
Amount	8	Required. The number of hours and minutes of the time or leave event. This is entered as hours and minutes, for example, 4.25 = 4 hours and 25 minutes, not 4 hours and 15 minutes.

CPER Coding Instructions - Overrides View

Field Name	Length	Definition
DETAIL		
Event Date	6	Conditional. If you are entering a new line to the CPER through the Overrides View, rather than entering it through the Event View, this field, containing the date of the time worked or leave event, is required. However, if you have already entered the line on the CPER, then continue to the Overrides View, the Event Date will infer from the line you selected on the Event View.
Event Type	5	Conditional. If you are entering a new line to the CPER through the Overrides View, rather than entering it through the Event View, this field, containing the code designating the nature of

		the time or leave is required. However, if you have already entered the line on the CPER, then go to the Overrides View, the Event Type will infer from the line you selected on the Event View. Valid values are located on the Event Type (EVNT) window.
Amount	8	Conditional. If you are entering a new line to the CPER through the Overrides View, rather than entering it through the Event View, this field, containing number of hours and minutes of the time or leave event, is required. However, if you have already entered the line on the CPER, then go to the Overrides View, the Amount will infer from the line you selected on the Event View.
Reduce Base Pay Type	Checkbox	Optional. If you applying an accounting override, check this box to ensure pay is not generated twice for the specified event --- first, generated according to the default accounting distribution, then generated from the accounting override as well. If this pay event is to be generated in addition to the generated exception base pay, leave blank.

ASSIGNMENT OVERRIDES

Title	...	Not applicable. Changes to an employee's title should be submitted through the Employment Status Maintenance Window (ESMT).
Subtitle	...	Not applicable. Changes to an employee's sub-title should be submitted through the Position Status Maintenance Window (ESMT).
Rate	...	Not applicable. Changes to an employee's rate should be submitted through the ESMT.
Position	...	Not applicable. Changes to an employee's position assignment should be submitted through the ESMT.
Grade	...	Not applicable. Changes to an employee's grade should be submitted through the PSMT.
Step	...	Not applicable. Changes to an employee's step should be submitted through the ESMT.

ACCOUNTING OVERRIDES

Distribution Option	Dropdown Menu	Optional. Select a value to indicate the option to use to override the labor distribution for this particular event. Valid values are: • Employee Assignment to use the employee's default labor distribution attributes; • Entered Accounting Values to use the accounting attributes the user will enter here on this window panel; • Entered Profile to use a designated labor distribution profile; • Position Assignment to use the accounting attributes assigned to the employee's position.
Labor Distribution Profile	5	Conditional. Required if Distribution Option is 'Entered Profile'; otherwise, leave blank. Enter the labor distribution profile value to override this particular event. Valid values are located on the Labor Distribution Profile (LDPR) window.
Fund	4	Conditional. Required if Distribution Option is 'Entered Accounting Values'; otherwise, leave blank. Enter the fund value to override this particular event. Valid values are located on the Fund (FUND) window. **NOTE:** If Fund is required, but left blank and Agency and Organization are filled in, then Fund defaults to the value specified in the Fund field on the Organization (ORG2) window.
Agency	3	Conditional. Required if Distribution Option is 'Entered Accounting Values'; otherwise, leave blank. Enter the agency value to override this particular event. Agency must be valid with the entered Fund. Valid fund and agency combinations are located on the Fund Agency Index (FAGY) window.
Organization	4	Conditional. Required if Distribution Option is 'Entered Accounting Values'; otherwise, leave blank. Enter the organization value to override this event. Valid values are located on the Organization Index (ORGN) window. Conditional. The Sub-Organization is optional if Organization is entered.

		Enter a sub-organization. Valid values are located on the Sub-Organization (SORG) window.
Sub	2	Conditional. Optional if Organization is entered; otherwise, leave blank. Enter the sub-organization value to override this particular event. Valid values are located on the Sub-Organization (SORG) window.
Appr Unit	9	Conditional. Required if Distribution Option is 'Entered Accounting Values'; otherwise, leave blank. Enter the appropriation unit code value to override this particular event. Appropriation unit code is inferred when journal vouchers and payment vouchers are transferred to the financial system. Valid values are located on the Appropriation Index (APPR) window.
Activity	4	Conditional. Required if Distribution Option is 'Entered Accounting Values'; otherwise, leave blank. Enter the activity code value to override this particular event. Activity codes are used for a further breakdown of financial activity. Valid values are located on the Activity Index (ACTY) window.
Function	4	Conditional. Required if Distribution Option is 'Entered Accounting Values'; otherwise, leave blank. Enter the function code value to override this particular event. Function codes represent the budgets for group-related activities aimed at accomplishing a major service or regulatory responsibility. Valid values are located on the Function (FUNC) window.
Object	4	Conditional. Optional if Distribution Option is 'Entered Accounting Values'; otherwise, leave blank. Enter the object code value to override this particular event. Object codes correspond to the object of expense provided by the position. Valid values are located on the Object (OBJ2) window.
Sub	2	Conditional. Optional if Distribution Option is 'Entered Accounting Values'; otherwise, leave blank. Enter the sub-object value to override this particular event. Sub-object codes offer a further breakdown of object codes. Valid values are located on the Sub-Object (SOBJ) window.

Job Number	8	Conditional. Optional if Distribution Option is 'Entered Accounting Values'; otherwise, leave blank. Enter the job code value to override this particular event. Job codes are used to track specific costs associated with particular projects or jobs. Valid values are located on the Job Index (JOBT) window.
Report Category	4	Conditional. Optional if Distribution Option is 'Entered Accounting Values'; otherwise, leave blank. Enter the report category value into which the position falls to override this particular event. Valid values are located on the Reporting Category (RPTG) window.

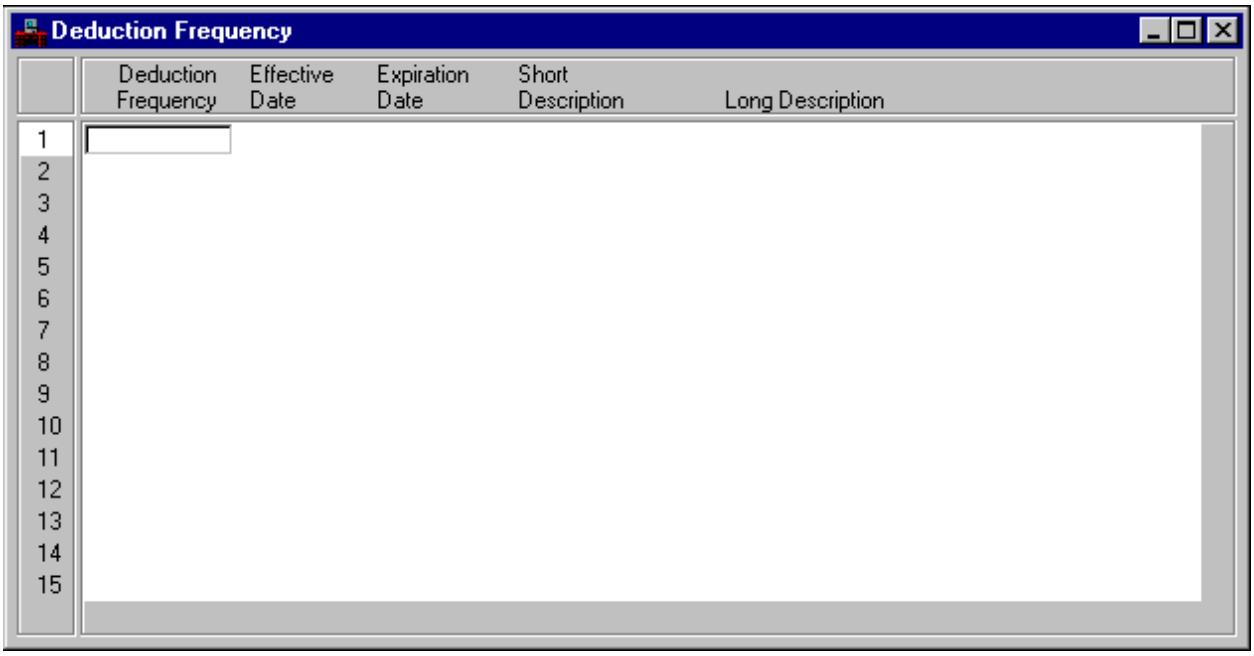
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Deduction Frequency (DEDF)

Purpose

The Deduction Frequency (DEDF) window defines the codes which identify on what time basis deductions can occur. Deduction frequency is entered on Deduction Plan (DPLN), Employee Fringe Benefit Plan (BENP), and Employer Fringe Benefit Plan (EFBP). It is then entered on the Pay Cycle (CYCL) table to signal to the SAM II HR/Payroll system the pay cycle in which the deduction should be taken.

DEDF Coding Instructions



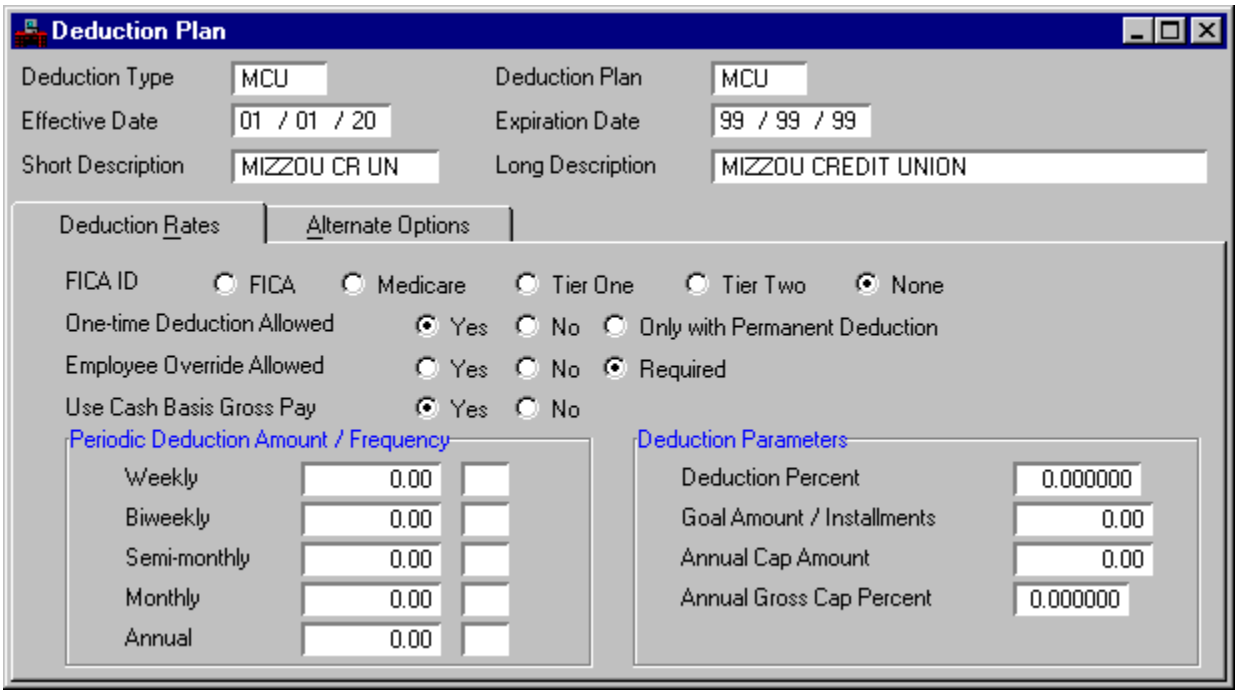
Field Name	Length	Definition
Deduction Frequency	2	**Required.** Enter the deduction frequency code that is being added, changed, or expired.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	**Optional.** Enter the last date the information is in effect. Default is *99/99/99*.
Short Description	12	**Required.** Enter the new or changed short description of the deduction frequency code.
Long Description	30	**Optional.** Enter the new or changed long description of the deduction frequency code. Default is the Short Description entry.

Deduction Plan (DPLN)

Purpose

The Deduction Plan (DPLN) window defines variations of each deduction type and contains processing information on amounts and percentages, deduction frequency, whether the standard deduction amount or rate may be overridden on an employee basis and whether a special deduction routine should be performed to calculate the deduction.

DPLN Coding Instructions



Field Name	Length	Definition
Deduction Type	5	**Required.** Enter the deduction type code for the deduction plan that is being changed, added, or expired. Refer to the Deduction Type (DEDT) window for valid values.
Deduction Plan	5	**Required.** Enter the deduction plan code for the deduction plan that is being changed, added, or expired.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	**Optional.** Enter the last date the information is in effect. Default is *99/99/99*.
Short Description	12	**Required.** Enter the new or changed short description of the deduction type code.
Long Description	30	**Optional.** Enter the new or changed long description of the deduction type code. Default is Short Description entry.

FICA ID	Radio Buttons	**Optional.** Select the value to indicate whether this is a FICA, Medicare, Tier One, or Tier Two deduction. Default is *None [blank]*. Valid values are:
		• *FICA [F]*
		• *Medicare [M]*
		• *Tier One [1]*
		  ○ Railroad pension reporting.
		• *Tier Two [2]*
		  ○ Railroad pension reporting.
		• *None [blank]*

One-Time Deduction Allowed	Radio Buttons	**Optional.** Select the value to indicate whether a one-time deduction is allowed for this deduction. Default is *Yes [Y]*. Valid values are: • *Yes [Y]* • *No [N]* • *Only With Permanent Deduction [P]* Select *Yes [Y]* for goal oriented deductions to allow for a refund after the deduction has been stopped.

Employee Override Allowed	Radio Buttons	**Optional.** Select a value to indicate whether the deduction information can be overridden for a particular employee. Default is *Yes [A]*. Valid values are:
		• *Yes [A]*
		  ○ Deduction overrides are allowed, but not required.
		• *No [N]*
		  ○ No overrides are allowed.
		• *Required [R]*
		  ○ Override is required.

Use Cash Basis Gross Pay	Radio Buttons	**Optional.** Select *Yes [Y]* to indicate that reserve pay amounts should be included in gross pay when calculating this deduction. Reserve pay accruals will decrease gross pay, and reserve payouts will increase gross pay. Select *No [N]* to indicate that earned gross pay should be used to calculate this deduction. Reserve pay accrual and payout amounts will not be included. Default is *Yes [Y]*.
Weekly Deduction Amount	10	**Optional.** If this amount is a flat dollar amount, enter the amount to be deducted for eligible employees paid on a weekly basis.
Weekly Deduction Frequency	2	**Optional.** Enter a two-character code to indicate the frequency with which the deduction should be taken. The same two-character code must appear in the **Deduction Frequencies** field for weekly employees on the Pay Cycle (CYCL) window for the pay periods in which the deduction should be taken. If left blank, the deduction is generated each pay period. Refer to the Deduction Frequency (DEDF) window for valid values.
Biweekly Deduction Amount	10	**Optional.** If this amount is a flat dollar amount, enter the amount to be deducted for eligible employees paid on a biweekly basis.
Biweekly Deduction Frequency	2	**Optional.** Enter a two-character code to indicate the frequency with which the deduction should be taken. The same two-character code must appear in the **Deduction Frequencies** field for biweekly employees on the Pay Cycle (CYCL) window for the pay periods in which the deduction should be taken. If left blank, the deduction is generated each pay period. Refer to the Deduction Frequency (DEDF) window for valid values.
Semi-Monthly Deduction Amount	10	**Optional.** If this amount is a flat dollar amount, enter the amount to be deducted for eligible employees paid on a semi-monthly basis.

Semi-Monthly Deduction Frequency	2	**Optional.** Enter a two-character code to indicate the frequency with which the deduction should be taken. The same two-character code must appear in the **Deduction Frequencies** field for semi-monthly employees on the Pay Cycle (CYCL) window for the pay periods in which the deduction should be taken. If left blank, the deduction is generated each pay period. Refer to the Deduction Frequency (DEDF) window for valid values.
Monthly Deduction Amount	10	**Optional.** If this amount is a flat dollar amount, enter the amount to be deducted for eligible employees paid on a monthly basis.
Monthly Deduction Frequency	2	**Optional.** Enter a two-character code to indicate the frequency with which the deduction should be taken. The same two-character code must appear in the **Deduction Frequencies** field for monthly employees on the Pay Cycle (CYCL) window for the pay periods in which the deduction should be taken. If left blank, the deduction is generated each pay period. Refer to the Deduction Frequency (DEDF) window for valid values.
Annual Deduction Amount	10	**Optional.** If this amount is a flat dollar amount, enter the amount to be deducted for eligible employees paid on an annual basis.
Annual Deduction Frequency	2	**Optional.** Enter a two-character code to indicate the frequency with which the deduction should be taken. The same two-character code must appear in the **Deduction Frequencies** field for annual employees on the Pay Cycle (CYCL) window for the pay periods in which the deduction should be taken. If left blank, the deduction is generated each pay period. Refer to the Deduction Frequency (DEDF) window for valid values.
Deduction Percent	9	**Required.** Enter the rate to be used in calculating the deduction amount, if this deduction is calculated based on a percentage. For example, enter 15% as *.15*.

Goal Amount/Installments	10	**Optional.** If the benefit goal is a dollar amount, enter the goal amount. If the benefit goal is in number of installments, enter the goal number of installments.
Annual Cap Amount	10	**Optional.** If the total deduction amount for a year cannot exceed a certain dollar amount, enter the cap (or ceiling) amount. **Note:** This field should be left blank for FICA and Medicare deductions.
Annual Gross Cap Percent	8	**Optional.** If the total deduction amount for a year cannot exceed a certain percentage of the employee's annual gross amount, enter the cap (or ceiling) percentage.
Special Routine ID	4	**Required.** Enter the proper code if a special calculation routine is invoked for this deduction type/plan. If no special calculation routine is to be invoked enter *NON*. Valid values are: ***ADTX*** Additional Tax ***SLRY*** Salary Routine ***CAPP*** Pay Period Cap Amount ***GAR*** Garnishment Routine ***FICA*** FICA ***HRLY*** Based on Hours Worked Routine ***IRS*** Tax Levy Routine ***PEN*** Pension Routine ***SAVB*** U.S. Savings Bonds ***MOTX*** Missouri State Tax Routine ***NON*** No Special Routine
Amount/Percent (1-5)	10	**Optional.**f Special Routine ID is entered, enter the amounts or percents (***.nn***) that are to be used in the

calculations. Up to five are allowed.

If the deduction is a FICA deduction, enter the minimum year to date FICA covered wages for **Amount/Percent 1**, and leave the other four blank or zero. If special routine is FICA only, this field is used in a test to determine if FICA should be taken.

If the **Special Routine ID** is ***SLRY (Budgeted Annualized Salary)***, deductions are calculated based on budgeted annualized salary regardless of the amount actually paid during the pay period. In **Amount/Percent 1**, enter the multiplication factor.

In **Amount/Percent 2**, enter the maximum amount.
In **Amount/Percent 3**, enter the exemption amount.
In **Amount/Percent 4**, enter the weighing factor. **Amount/Percent 5** contains the rounding rule for the weighing factor. Enter a code to indicate the rounding rule. Valid values are:

1 Rounding to the Nearest Integer.

2 Truncating to the Lower Integer.

0 No Rounding Required.

Otherwise, leave these fields blank or zero.

Begin Date	1	**Optional.** Select the value that indicates which employee date value is used as a comparison for the number of months for Deduction Alternate Rates (DEDA) window lookups. Default is *None [blank]*. Valid values are: • ***Birth Date [B]*** • ***Appointment Date [A]*** • ***Benefit Progression Date [D]***

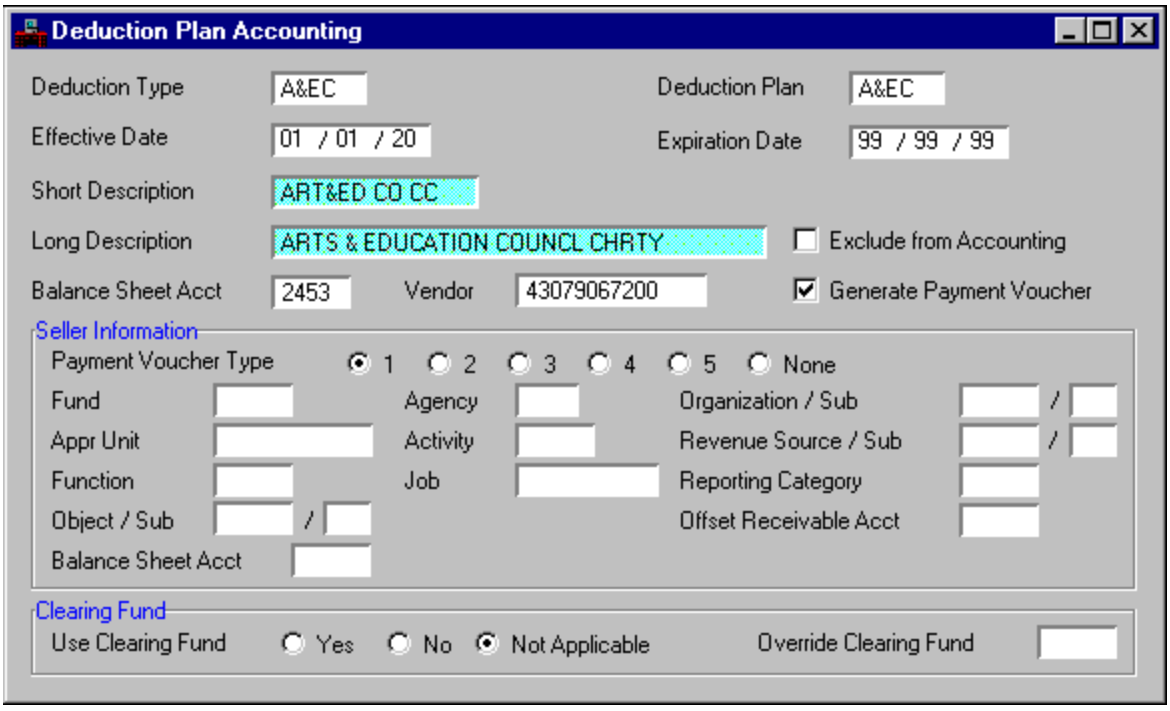
End Date	1	• ***Deduction Parameter Effective Date [P]*** • ***None [blank]*** **Optional.** Select a value to indicate the date against which the Begin Date value is compared. Default is *None [blank]*. Valid values are: • ***Specified [D]*** • ***Check Date [C]*** • ***Pay Period End Date [P]*** • ***None [blank]*** If selecting ***Specified [D]***, enter the date (*mm dd yy*) for the alternate rate in the second field.

Deduction Plan Accounting (DPL3)

Purpose

The Deduction Plan Accounting (DPL3) window defines accounting information for journal vouchers, vendor payment vouchers, and intra-governmental payment vouchers.

DPL3 Coding Instructions



Field Name	Length	Definition
Deduction Type	5	**Required.** Enter the deduction type code. Refer to the Deduction Type (DEDT) window for valid values.
Deduction Plan	5	**Required.** Enter the deduction plan code. Refer to the Deduction Plan (DPLN) window for valid values.
Effective Date	6	**Required.** Enter the date the information becomes effective.
Expiration Date	6	**Optional.** Enter the last date the information is in effect. Default is *99/99/99*.
Short Description	Display Only	The short description of the deduction type code is displayed.
Long Description	Display Only	The long description of the deduction type code is displayed.
Balance Sheet Acct	4	**Required.** Enter the balance sheet account to which the deduction is posted.
Vendor	11	**Conditional.** Required if **Generated Payment Voucher** is ***Y*** and seller information is not entered. Optional if **Generated Payment Voucher** is ***N*** and seller information is not entered. Not

		allowed if seller information is entered. Enter the external vendor to which the amount of the deduction should be paid. Refer to the Vendor Index (VEND) window for valid values.
Generate Payment Voucher	Checkbox	**Required.** Select [***Y***] to create a payment voucher for this deduction type/plan. Clear [***N***] if no payment voucher should be created for this deduction type/plan.

Note: Seller information cannot be entered if payment voucher is type ***1***.

Payment Voucher Type	Radio Buttons	**Optional.** Select the payment voucher type which should be created for the specified deduction type and deduction plan. Default is ***None [blank]***. Valid values are: ***1*** Purchase from an external vendor. ***2*** Purchase or sale between governmental units involving different funds. ***3*** Purchase or sale between governmental units involving the same funds. ***4*** Reimbursement between governmental units (inter or intra fund). Transfer between governmental units (inter or intra fund). ***5*** **Note:** Additional buyer information is required for type 5 payment vouchers, so manual updates have to be made to these payment vouchers after they are uploaded to the financial system. No payment voucher should be generated for this sale. ***None [blank]*** This option is only valid if **Generate Payment Voucher** is cleared [***N***].
Fund	4	**Conditional.** Required for type 2, 3, 4 and 5 payment vouchers. Enter the seller fund for the specified deduction type and deduction plan. Refer to the Fund Index (FUND) window for valid values.

Agency	3	**Conditional.** Required for type 2, 3, 4 and 5 payment vouchers. Enter the seller agency for the specified deduction type and deduction plan. Refer to the Agency Index (AGCY) window for valid values.
Organization	4	**Conditional.** Required on expenditure transactions if **Organization Options Exp Budget** on the Fund Agency (FGY2) window is set to ***Required on Budget and Accounting [Y]*** or ***Required on Accounting [A]***. Required on revenue transactions if **Organization Options Rev Budget** on the Fund Agency (FGY2) window is set to ***Required on Budget and Accounting [Y]*** or ***Required on Accounting [A]*** for the Fund/Agency entered above. Optional otherwise. Enter the seller organization for the specified deduction type and deduction plan. Refer to the Organization Index (ORGN) window for valid values.
Sub-Organization	2	**Conditional.** Required on expenditure transactions if **Sub-Organization Required on Spending** on the Organization (ORG2) window is set to ***Required [Y], Required on Pre-Encumbrance Transactions [1], Required on Encumbrance Transactions [2],*** or ***Required on Expenditure Transactions [3]***. Required on revenue transactions if **Sub-Organization Required on Revenue** on the Organization (ORG2) window is set to ***Required [Y]***. Optional otherwise. Enter the seller sub-organization for the specified deduction type and deduction plan. Refer to the Sub-Organization (SORG) window for valid values.
Appr Unit	4	**Conditional.** Required when **Labor Distribution Override Option** is ***Use Entered Accounting Values [A]***; otherwise, leave blank. Enter the seller appropriation unit for the specified deduction type and deduction plan. Refer to the Appropriation Index (APPR) window for valid values.
Activity	4	**Conditional.** Required on expenditure transactions if **Activity Options: Exp Budget** on the Fund Agency (FGY2) window is set to ***Required on Budget and Accounting [Y]*** or ***Required on Accounting [A]***. Required on revenue transactions if **Activity**

		Options: Rev Budget on the Fund Agency (FGY2) window is set to ***Required on Budget and Accounting [Y]*** or ***Required on Accounting [A]*** for the fund/agency entered above. Optional otherwise. Enter the seller activity for the specified deduction type and deduction plan. Refer to the Activity Index (ACTV) window for valid values.
Revenue Source	4	**Conditional.** Required for **type 5 payment vouchers**. Required if **payment voucher type** is **2** or **3**, and the **Seller Balance Sheet Account** field is blank. Not allowed if **payment voucher type** is **2** or **3**, and the **Seller Balance Sheet Account** field is not blank. Not allowed for **type 4 payment vouchers**. Enter the seller revenue source for the specified deduction type and deduction plan. Refer to the Revenue Source Index (RSRC) window for valid values.
Sub-Revenue Source	2	**Conditional.** Required if **Sub-Revenue Source Required** on the Revenue Source (RSR2) window is set to ***Yes [Y]***. Optional otherwise. Enter the seller sub-revenue source for the specified deduction type and deduction plan. Refer to the Sub-Revenue Source (SREV) window for valid values.
Function	4	**Conditional.** Required on expenditure transactions if **Function Options Exp Budget** on the Fund Agency (FGY2) window is set to ***Required on Budgeting and Accounting [Y]*** or ***Required on Accounting [A]***. Enter the seller function code for the specified deduction type and deduction plan. Refer to the Function (FUNC) window for valid values.
Job	8	**Conditional.** Required on expenditure transactions if **Job Number Required on Spending** on the Organization (ORG2) window is set to ***Required on Pre-Encumbrance Transactions [1], Required on Encumbrance Transactions [2],*** or ***Required on Expenditure Transactions [3],*** or if **Job Number Required on Spending** on the Organization (ORG2) window is set to ***Required if Job Number Spending is Required on Activity [A]*** and the **Job Number Spending** field on the Activity (ACT2) window is set to ***Required on Pre-Encumbrance [1], Required on Encumbrance [2],*** or ***Required on Expenditure[3]***.

		Required on revenue transactions if **Job Number Required on Revenue** on the Organization (ORG2) window is set to ***Required [Y]***, or if **Job Number Required on Revenue** on the Organization (ORG2) window is set to ***Required if Job Number Revenue is Required on Activity [A]*** and the **Job Number Revenue** field on the Activity (ACT2) window is set to ***Enforce Coding [Y]***. Optional otherwise. Enter the seller job number for the specified deduction type and deduction plan. Refer to the Job Index (JOBT) window for valid values.
Reporting Category	4	**Conditional.** Required on expenditure transactions if **Reporting Category** on the Agency (AGC2) window is set to ***Required on Pre-Encumbrance Transactions [1], Required on Encumbrance Transactions [2],*** or ***Required on Expenditure Transactions [3]***. Required on revenue transactions if **Reporting Category Required** on Revenue Transactions on the Agency (AGC2) window is set to ***Yes [Y]***. Optional otherwise. Enter the seller reporting category for the specified deduction type and deduction plan. Refer to the Reporting Category (RPTG) window for valid values.
Object	4	**Conditional.** Required for type 4 vouchers. Not allowed otherwise. Enter the seller object for the specified deduction type and deduction plan. This object must have an **Object Group** of ***RE***. Refer to the Object Index (OBJT) window for valid values.
Sub-Object	2	**Optional.** Enter the seller sub-object for the specified deduction type and deduction plan. Refer to the Sub-Object (SOBJ) window for valid values.
Offset Receivable Acct	4	**Conditional.** Must be blank on type 3 vouchers. Optional otherwise. Enter the seller offset receivable account for the specified deduction type and deduction plan. Refer to the Balance Sheet Account Index (BACC) window for valid values.
Balance Sheet Acct	4	**Conditional.** Required for types 2 and 3 vouchers if the **Seller Revenue Source** is blank. Optional for type 4 vouchers. Not allowed otherwise. Enter the seller balance sheet account for

		the specified deduction type and deduction plan. Refer to the Balance Sheet Account Index (BACC) window for valid values.

Caution: If using clearing funds and want to offset accounts in all funds to clear automatically (including transfer of cash), a cash balance sheet account must be specified as the **JV OFFSET BS ACCT CD** on the Site Specific Parameters (SPAR) window.

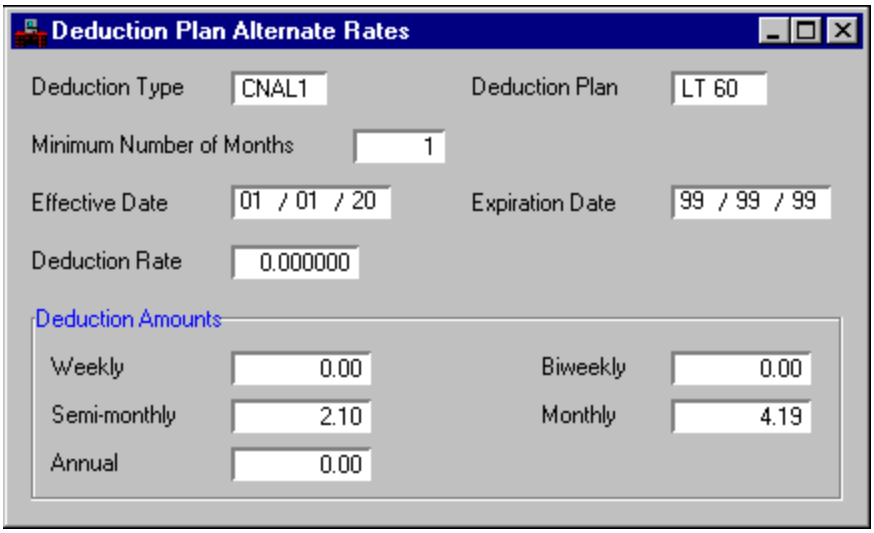
Use Clearing Fund	Radio Buttons	**Optional.** Select ***Yes [Y]*** to indicate a clearing fund should be used. Select ***No [N]*** to indicate a clearing fund should not be used. Select ***Not Applicable [blank]*** to use the default value from the Site Specific Parameters (SPAR) parameter entry **CLEARING FUND DEFUALT OPTION.**
Override Clearing Fund	4	**Optional.** Indicate the override clearing fund to be used in place of the clearing fund entered on the Site Specific Parameters (SPAR) window. This value is only used if **USE CLEARING FUND** is ***Yes [Y]*** or if **USE CLEARING FUND** is ***Not Applicable [blank]*** and the **CLEARING FUND DEFAULT OPTION** parameter on the Site Specific Parameters (SPAR) window is set to ***Y***. Refer to the Fund Index (FUND) window for valid values.

Deduction Plan Alternate Rates (DEDA)

Purpose

The Deduction Plan Alternate Rates (DEDA) window defines any variations of the alternate rates relating to deduction plans that were defined on the Deduction Plan (DPLN), Employee Fringe Benefit Plan (BENP), or Employer Fringe Benefit Plan (EFBP) windows.

DEDA Coding Instructions



Field Name	Length	Definition
Deduction Type	5	**Required.** Enter the deduction type code for the deduction plan that is being added, changed, or expired. This code represents a particular deduction or fringe benefit. Refer to the Deduction Type (DEDT), Employee Fringe Benefit Type (BENT), or Employer Fringe Benefit Contribution Type (EFBT) windows for valid values.
Deduction Plan	5	**Required.** Enter the deduction plan code representing a particular variation of a deduction type code. Refer to the Deduction Plan (DPLN), Employee Fringe Benefit Plan (BENP), or Employer Fringe Benefit Plan (EFBP) windows for valid values.
Minimum Number of Months	6	**Required.** Enter the minimum number of months (***0 through 999,999***) to be used to calculate if an employee is eligible for this deduction rate/amount. The number of months relates back to the alternate rate date options selected on the alternate rate date options on the Deduction Plan (DPLN), Employee Fringe Benefit Plan (BENP), or Employer Fringe Benefit Plan (EFBP) window. This number of months represents rates based on the difference between the two alternate rate date options. For example, if the deduction or benefit plan alternate rate **Begin Date** is ***Birthdate*** and **End Date** is ***Pay Period End Date***, then the number of months elapsed between these two dates are compared

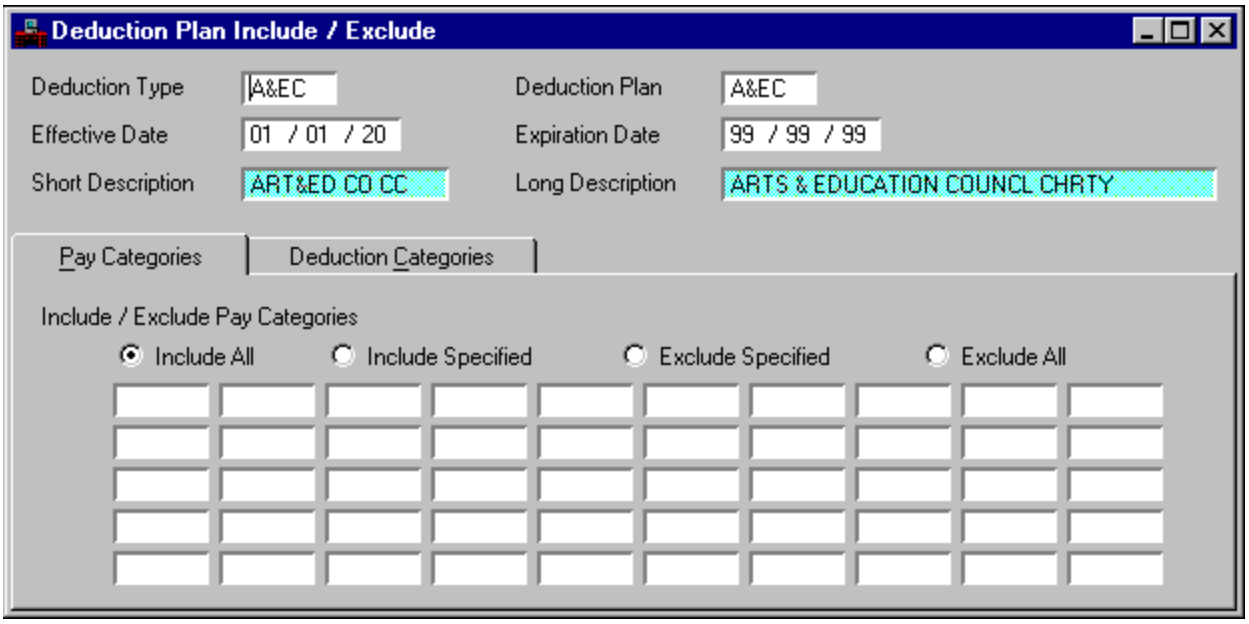
		to the minimum number entered on Deduction Plan Alternate Rates (DEDA) to determine the rate for use in calculating the deduction.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	**Optional.** Enter the last date the information is in effect. Default is *99/99/99*.
Deduction Rate	9	**Optional.** Enter the percentage of the deduction. Must be a decimal between -1 and +1, with 6 or fewer decimal places. Default is *0 (zero)*.
Weekly	10	**Optional.** If an elapsed time calculation is used to determine a deduction amount rather than a rate based calculation, enter the amount of the deduction for weekly paid employees.
Biweekly	10	**Optional.** If an elapsed time calculation is used to determine a deduction amount rather than a rate based calculation, enter the amount of the deduction for biweekly paid employees.
Semi-Monthly	10	**Optional.** If an elapsed time calculation is used to determine a deduction amount rather than a rate based calculation, enter the amount of the deduction for semi-monthly paid employees.
Monthly	10	**Optional.** If an elapsed time calculation is used to determine a deduction amount rather than a rate based calculation, enter the amount of the deduction for monthly paid employees.
Annual	10	**Optional.** If an elapsed time calculation is used to determine a deduction amount rather than a rate based calculation, enter the amount of the deduction for annual paid employees.

Deduction Plan Include/Exclude (DPL2)

Purpose

The Deduction Plan Include/Exclude (DPL2) window defines what pay categories and deduction categories are included and excluded for the deduction plan listed.

DPL2 Coding Instructions



Field Name	Length	Definition
Deduction Type	5	**Required.** Enter the deduction type code for the payment and deduction inclusion information. Refer to the Deduction Type (DEDT) window for valid values.
Deduction Plan	5	**Required.** Enter the deduction plan code for the payment and deduction inclusion information. Refer to the Deduction Plan (DPLN) window for valid values.
Effective Date	6	**Required.** Enter the date the information becomes effective.
Expiration Date	6	**Optional.** Enter the last date the information is in effect. Default is *99/99/99*.
Short Description	Display Only	The short description of the deduction type and plan is displayed.
Long Description	Display Only	The long description of the deduction type and plan is displayed.
Include/Exclude Pay Categories	Radio Buttons	**Optional.** Select a value to indicate whether all pay categories will be included in this deduction plan during processing, all pay categories will be excluded from this deduction plan during processing, or if only specified pay categories will be included in or excluded from determining

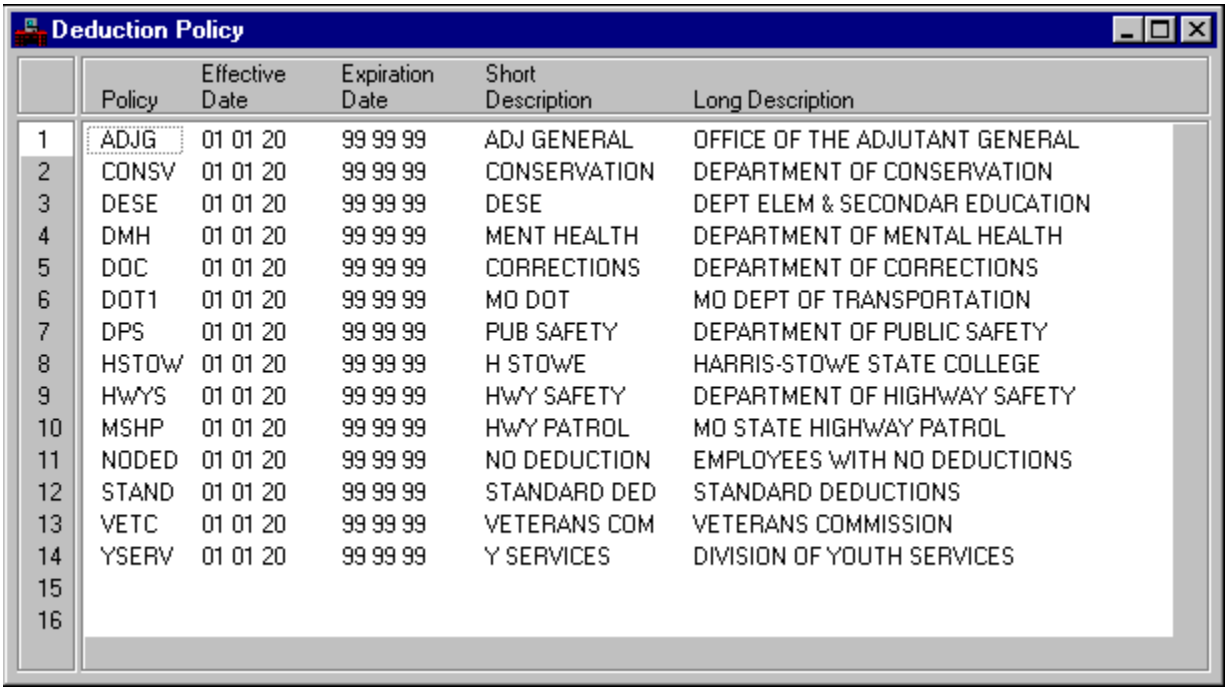
		subject gross for this deduction during processing. Default is ***Include All [A]***. Valid values are: • ***Include All [A]*** • ***Include Specified [I]*** • ***Exclude Specified [E]*** • ***Exclude All [N]***
[No Label]	5	Conditional. Required if the **Include/Exclude Pay Categories** field is ***Include Specified [I]*** or ***Exclude Specified [E]***. Not allowed otherwise. Enter the appropriate pay category types to include in or exclude from the calculation of this deduction. Refer to the Event Category (CATG) window for valid values.
Include/Exclude Deduction Categories	Radio Buttons	**Optional.** Select a value to indicate whether all deduction categories will be included in this deduction plan during processing, all deduction categories will be excluded from this deduction plan during processing, or if only specified deduction categories will be included in or excluded from determining subject gross for this deduction during processing. Default is ***Include All [A]***. Valid values are: • ***Include All [A]*** • ***Include Specified [I]*** • ***Exclude Specified [E]*** • ***Exclude All [N]***
[No Label]	5	**Conditional.** Required if the **Include/Exclude Pay Categories** field is ***Include Specified [I]*** or ***Exclude Specified [E]***. Not allowed otherwise. Enter the appropriate deduction category types to include in or exclude from this deduction plan during processing. Refer to the Event Category (CATG) window for valid values.

Deduction Policy (DPOL)

Purpose

The Deduction Policy (DPOL) window defines the codes which identify the policies associated with any deductions.

DPOL Coding Instructions



	Policy	Effective Date	Expiration Date	Short Description	Long Description
1	ADJG	01 01 20	99 99 99	ADJ GENERAL	OFFICE OF THE ADJUTANT GENERAL
2	CONSV	01 01 20	99 99 99	CONSERVATION	DEPARTMENT OF CONSERVATION
3	DESE	01 01 20	99 99 99	DESE	DEPT ELEM & SECONDAR EDUCATION
4	DMH	01 01 20	99 99 99	MENT HEALTH	DEPARTMENT OF MENTAL HEALTH
5	DOC	01 01 20	99 99 99	CORRECTIONS	DEPARTMENT OF CORRECTIONS
6	DOT1	01 01 20	99 99 99	MO DOT	MO DEPT OF TRANSPORTATION
7	DPS	01 01 20	99 99 99	PUB SAFETY	DEPARTMENT OF PUBLIC SAFETY
8	HSTOW	01 01 20	99 99 99	H STOWE	HARRIS-STOWE STATE COLLEGE
9	HWYS	01 01 20	99 99 99	HWY SAFETY	DEPARTMENT OF HIGHWAY SAFETY
10	MSHP	01 01 20	99 99 99	HWY PATROL	MO STATE HIGHWAY PATROL
11	NODED	01 01 20	99 99 99	NO DEDUCTION	EMPLOYEES WITH NO DEDUCTIONS
12	STAND	01 01 20	99 99 99	STANDARD DED	STANDARD DEDUCTIONS
13	VETC	01 01 20	99 99 99	VETERANS COM	VETERANS COMMISSION
14	YSERV	01 01 20	99 99 99	Y SERVICES	DIVISION OF YOUTH SERVICES
15					
16					

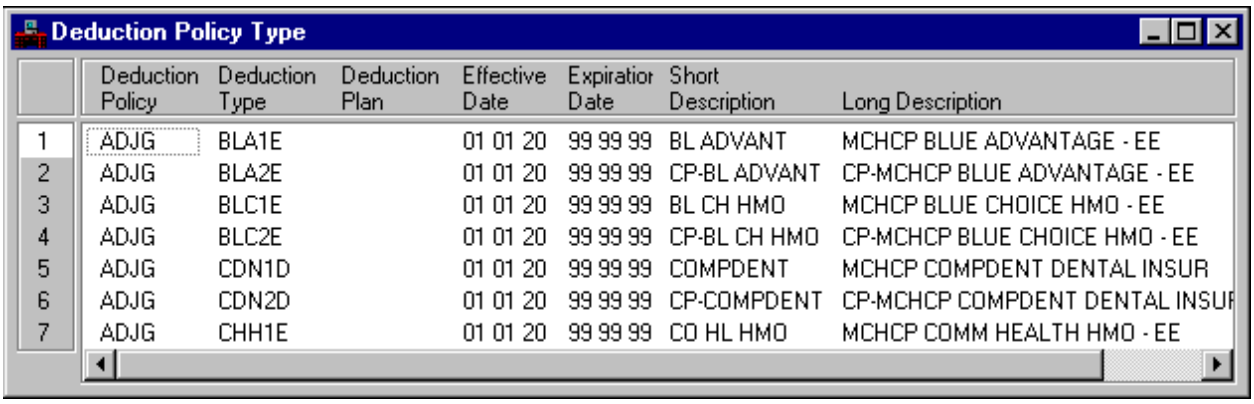
Field Name	Length	Definition
Policy	5	**Required.** Enter the policy code that is being changed, added, or expired.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	**Optional.** Enter the last date the information is in effect. Default is *99/99/99*.
Short Description	12	**Required.** Enter the new or changed short description of the policy.
Long Description	30	**Optional.** Enter the new or changed long description of the policy. Default is the Short Description entry.

Deduction Policy Type (DDPL)

Purpose

The Deduction Policy Type (DDPL) window defines the codes which identify variations of each deduction type. This window, along with the Deduction Type (DEDT) window, allows for control of enrollment into deductions by the deduction policy. Each employee appointment has a deduction policy associated with it. An employee's deduction policy is defined on the Sub-Title (STTL) window. The deduction policy can be overridden on the employee's Employment Status Maintenance (ESMT) window.

DDPL Coding Instructions



Field Name	Length	Definition
Deduction Policy	5	**Required.** Enter the deduction policy code being defined or changed. Refer to the Deduction Policy (DPOL) window for valid values.
Deduction Type	5	**Conditional.** Required if ***Enforce by Type/Plan [P]*** on the Deduction Type (DEDT) window is selected; otherwise, leave blank. Enter the deduction type code to be included in the deduction policy. Refer to the Deduction Type (DEDT) window for valid values.
Deduction Plan	5	**Conditional.** Optional if ***Enforce by Type [T]*** on the Deduction Type (DEDT) window is selected; otherwise, leave blank. Enter the deduction plan code to be permitted by the deduction type. If a plan code is not entered, the policy will permit all plans for the deduction type.

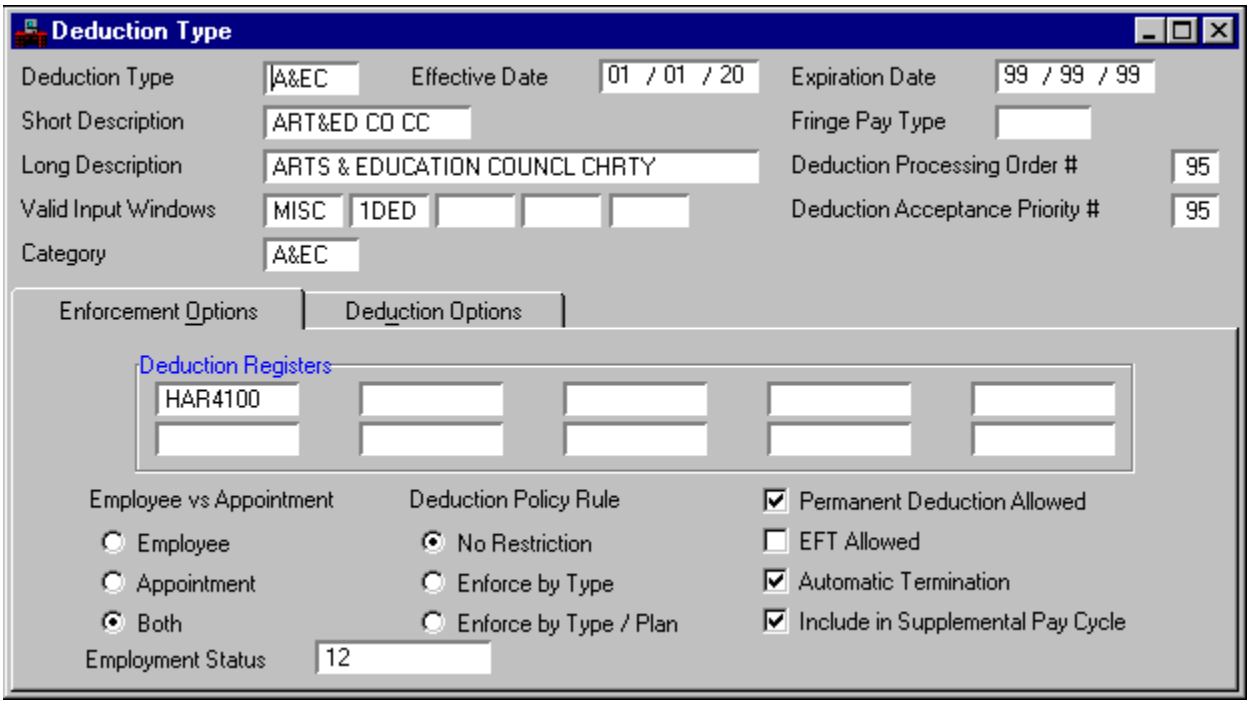
Effective Date	6	**Required.** Enter the date the deduction type and plan are effective.
Expiration Date	6	**Optional.** Enter the last date the deduction type and plan are in effect. Default is *99/99/99*.
Short Description	12	**Required.** Enter the new or changed short description for the deduction type and plan combination.
Long Description	30	**Optional.** Enter the new or changed long description of the deduction type and plan combination. Default is the Short Description entry.

Deduction Type (DEDT)

Purpose

The Deduction Type (DEDT) window defines the types of deductions available for employees.

DEDT Coding Instructions



Field Name	Length	Definition

Deduction Type	5	**Required.** Enter the deduction code that is being added, changed, or expired.
Effective Date	6	**Required.** Enter the date the information becomes effective.
Expiration Date	6	**Optional.** Enter the last date the information is in effect. Default is *99/99/99*.
Short Description	12	**Required.** Enter the new or changed short description of the deduction code.
Fringe Pay Type	5	**Optional.** Enter the appropriate pay type code to be used by this fringe benefit.
Long Description	30	**Optional.** Enter the new or changed long description of the deduction code. Default is the Short Description entry.
Deduction Processing Order #	2	**Required.** Enter the number to indicate the order in which the deduction is to be taken. A deduction with a low order number is taken before one with a higher order number. If this deduction should be included as a taxable fringe benefit from deductions (e.g., federal tax) it should have a lower number than the deductions to which it is subject to withholding. If this deduction should be excluded from such deductions as federal tax (e.g., deferred compensation) it should also have a lower order number than the deductions from which it should be excluded.
Valid Input Windows	4	**Required.** Enter the identification code for each window on which it is valid to enter the deduction type. Up to five window identification codes may be entered; only one is required.
Deduction Acceptance Priority #	2	**Required.** Enter the number to indicate the order in which the deduction should be backed out if a negative net condition occurs. A deduction with a high priority number is backed out before one with a lower priority number.
Category	5	**Required.** Enter the category code into which this deduction type falls. Refer to the Event Category (CATG) window for valid values.

Deduction Registers	8	**Optional.** Enter the code for any deduction register this deduction type should update. Up to 10 codes may be entered; only one is required.
Employee vs Appointment	Radio Buttons	**Optional.** Select the value to indicate whether the deduction is employee or appointment specific. Default is Employee [E]. Valid values are: • ***Employee [E]*** • ***Appointment [A]*** • ***Both [B]***
Deduction Policy Rule	Radio Buttons	**Optional.** Select the value to indicate the deduction policy rule governing this deduction type. Default is No Restriction [blank]. Valid values are: • ***No Restriction [blank]*** • ***Enforce by Type [T]*** • ***Enforce by Type/Plan [P]***
Permanent Deduction Allowed	Checkbox	**Required.** Select [***Y***] to indicate this deduction can be a permanent deduction. Clear [***N***] to indicate the deduction can be used for one-time deductions only.
EFT Allowed	Checkbox	**Required.** Select [***Y***] to indicate the proceeds of this deduction can be transferred electronically. Clear [***N***] if the proceeds of this deduction can not be transferred electronically to the vendor.
Automatic Termination	Checkbox	**Required.** Select [***Y***] if the deduction should automatically expire when a new deduction of the same type is added to the employee's record. Clear [***N***] if the deduction should not automatically expire. **Note:** An error message is issued if the user attempts to enter a new deduction with the deduction type without expiring the old one first.

Include in Supplemental Pay Cycle	Checkbox	**Required.** Select [***Y***] if the deduction should be taken during a supplemental pay cycle. Clear [***N***] if the deduction should not be taken during a supplemental pay cycle.
Employment Status	10	**Optional.** Only employees with the entered employment status will be eligible for the deduction. Refer to the Employment Status (EMPS) window for valid values.
Deduction Goal	Radio Buttons	**Optional.** Select the value to indicate whether the deduction is goal oriented. Default is ***Not Goal Oriented [N]***. Valid values are: • ***Not Goal Oriented [N]*** • ***Goal Oriented [G]*** • ***Cyclical Goal Oriented [C]***
Federal/State Marital Status	Radio Buttons	**Optional.** Select the value to indicate whether the deduction is associated with a tax marital status. Default is ***No Associated Status [blank]***. Valid values are: • ***No Associated Status [blank]*** • ***Federal [F]*** • ***State and Local [S]***
Deduction Class	Radio Buttons	**Optional.** Select the value to indicate the class of the deduction. Default is ***Use Marginal Tax Tables [T]***. Valid values are: • ***Use Marginal Tax Tables [T]*** • ***FICA Deduction [F]*** • ***Use Alternate Rate Tables [ ]*** • ***No Special Processing [A]***
Goal Type	Radio Buttons	**Optional.** Select the value to identify the type of goal. Default is Not Applicable [blank]. Valid values are: • ***Not Applicable [blank]*** • ***Dollar Amount [D]***

- ***Installments [I]***

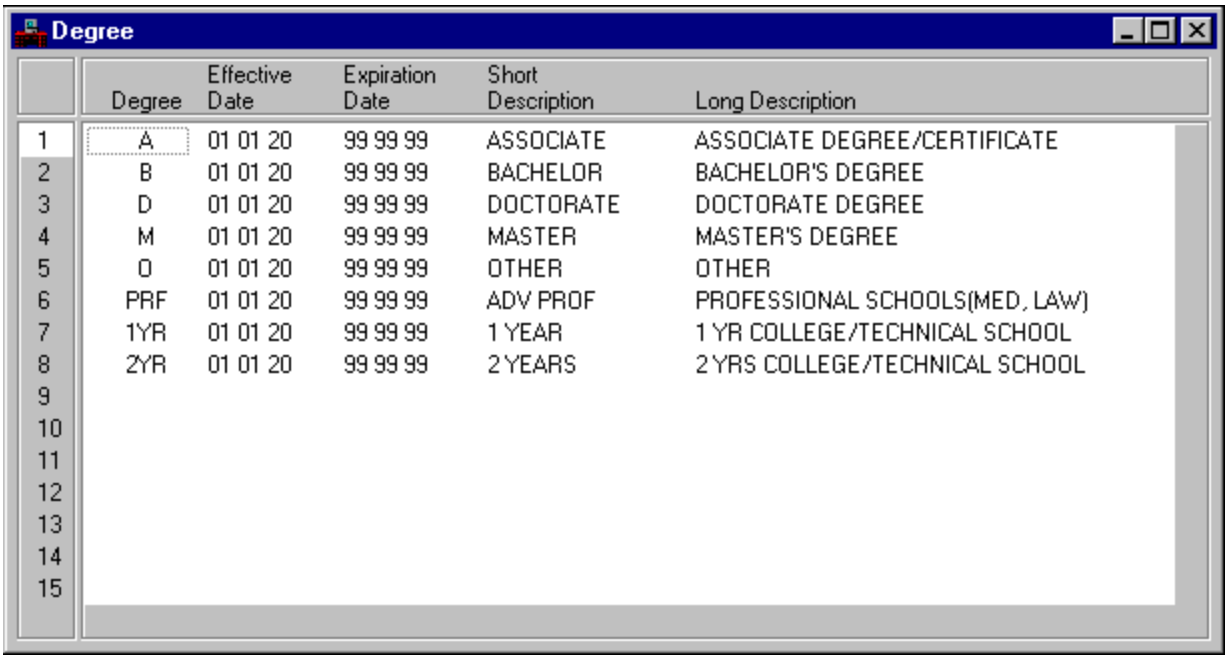
Recycle Deduction	Checkbox	**Required.** Select [***Y***] to indicate the deduction should be recycled in a subsequent pay cycle if it has caused a negative net condition and has been rejected. Clear [***N***] to indicate the deduction should not be recycled.
Partial Deduction Report	Checkbox	**Required.** If this deduction is not fully taken, select [***Y***] to indicate that the deduction should be included on the Deduction Processing Exceptions Report. Clear [***N***] to indicate the deduction should not be reported when this deduction is not fully taken.
Take Partial Deduction	Checkbox	**Required.** Select [***Y***] if a partial deduction should be taken. A partial deduction should be taken if taking the entire deduction would result in a negative net condition. Clear [***N***] if a partial deduction should not be taken.

Degree (DEGR)

Purpose

The Degree (DEGR) window defines the codes which identify general degrees employees or applicants might have achieved. An example of such a degree is a Bachelor of Science degree

DEGR Coding Instructions



Field Name	Length	Definition
Degree	3	**Required.** Enter the degree code you are changing, adding or expiring.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	Default is **99/99/99**. Enter the last date the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the degree code.
Long Description	30	Default is Short Description. Enter the new or changed long description of the degree code.

Dependent Benefits Coverage (DPBN)

Purpose

The Dependent Benefits Coverage (DPBN) window is used to override the default coverage rules for a dependent for a particular benefit type class and benefit type sub-class.

DPBN Coding Instructions

Field Name	Length	Definition
Name	Display Only	The employee's full name (last name, first name, and middle initial) is displayed.
Employee ID	10	**Required.** Enter the employee's social security number.
Dependent ID	10	**Required.** Enter the dependent's identification number. Usually this is a social security number. In any event, it must be unique among the employee's benefits.
Benefit Type Class	5	**Required.** Enter the Benefit Type Class to override the default coverage rules. Refer to the Benefit Type Class (BTCL) window for valid values.
Class Description	Display Only	A description for the entry in the Benefit Type Class field is displayed.
Benefit Type Sub-Class	5	**Required.** Enter the Benefit Type Sub-Class code to override the default coverage rules. To override the default coverage rules for all the Benefit Type Sub-Classes within the specified Benefit Type Class, enter asterisks (*****). Refer to the Benefit Type Sub-Class (BTSC) window for valid values.
Sub-Class Description	Display Only	A description for the entry in the Benefit Type Sub-Class field is displayed.
Effective Date	6	**Required.** Enter the date the specified coverage information becomes effective.
Expiration Date	6	**Optional.** Enter the last date the specified coverage information is in effect. Leave blank if no known end date.
Override Coverage	1	**Required.** Enter ***Y*** to indicate that the spouse/dependent is to be covered for this class of programs. Enter ***N*** to indicate that the spouse/dependent is not to be covered for this class of programs.
Comments	75	**Optional.** Enter comments pertaining to dependent benefits coverage.

Dependent Profile (DPND)

Purpose

The Dependent Profile (DPND) window will be used to record and view employee's dependent information, modify or terminate employee's dependent benefit programs, maintenance of dependent health insurance programs, and maintenance of spousal health insurance programs-for the purpose of acquiring pretax insurance option such as employee assumes their spouse's health insurance premium during the spouse's period of long-term disability. Note: Missouri Consolidated Health Care Plan (MCHCP) will be provided information from this window to complete health, dental, and vision spousal coverage.

DPND Coding Instructions

Field Name	Length	Definition
Name	Display Only	The employee's full name (last name, first name, and middle initial) is displayed.
Employee ID	10	**Required.** Enter the employee's social security number.
Dependent ID	10	**Required.** Enter the dependent's identification number. Usually this is a social security number. In any event, it must be unique among the employee's dependents.
Effective Date	6	**Required.** Enter the date that the dependent information becomes effective.
Expiration Date	6	**Optional.** Enter the last date the dependent information is in effect. Default is *99/99/99*.
Relationship	5	**Required.** Enter the dependent's relationship to the employee. Refer to the Relationship (RELT) window for valid values.
Last Name	20	**Conditional.** Required if dependent's last name is different from the employee's. Enter the dependent's last name. If left blank, the employee's last name is automatically displayed.
First	15	**Required.** Enter the dependent's first name.

MI	1	**Optional.** Enter the dependent's middle initial, if any.
Suffix	5	**Optional.** Enter dependent's name suffix, if any. Refer to the Name Suffix (SUFX) window for valid values.
Disability	5	**Optional.** Enter the disability code, if any. Refer to the Disability (DSBL) window for valid values.
Gender	Radio Buttons	**Conditional.** Required if the **Relationship Type** on Relationship (RELT) indicates a dependent ***D*** or spouse ***S***. Select Male [***M***] if the dependent is a male. Select Female [***F***] if the dependent is a female. Select ***N/A*** if the information does not apply, or is unknown.
Social Security #	9	**Conditional.** Required if dependent is employee's dependent or spouse. Refer to the Relationship (RELT) window for valid values. Enter the Social Security Number of the dependent.
Full-Time Student	Radio Buttons	**Optional.** Select Yes [***Y***] to indicate if the dependent is a full-time student. Select No [***N***] to indicate the dependent is not a full-time student. Select ***N/A [blank]*** if the information does not apply, or is unknown.
Date of Birth	8	**Conditional.** Required if **Relationship Type** on Relationship (RELT) is dependent ***D***, otherwise optional. Enter the dependent's birth date in ***mmddccyy*** format.
Wedding Date	8	**Conditional.** Required if dependent is the employee's spouse. Enter wedding date in ***mmddccyy*** format.
Date of Death	8	**Optional.** Enter the dependent's date of death in ***mmddccyy*** format.
Divorced/Separated Date	8	**Optional.** Enter the date of divorce or separation in ***mmddccyy*** format.

Mailing Address

Note: If the dependent's home address is left blank the fields default to the employee's home address. If any field is manually entered, no fields will default and all fields must be manually entered.

Field Name	Length	Definition
Mailing Address Line 1	30	**Conditional.** Enter the home address (street number, street, and apartment number) of the dependent if different than the employee's.
Mailing Address Line 2	30	**Optional.** Enter the second line of the dependent's address if applicable.
City	19	**Conditional.** Enter the city where the dependent is located if different than employee.
State	3	**Conditional.** Enter the state where the dependent is located if different than employee. Refer to the State (ST) window for valid values.
Zip	9	**Conditional.** Enter the dependent's zip code if different than employee.
Country	3	**Conditional.** The State of Missouri default value is USA. Refer to the Country (CTRY) window for valid values.
Phone	10	**Optional.** Defaults to employee's phone number. Enter the dependent's telephone number.
Ext	4	**Optional.** Defaults to employee's extension. Enter the dependent's telephone number extension.
Employer	5	**Optional.** If the dependent is employed, enter the employer code. Refer to the Employer (EMPR) window for valid values.
Employer Name	30	**Conditional.** Enter the employer's name if the dependent is employed and the Employer Code was entered.
Insurance Company	5	**Optional.** Enter the insurance company code. Refer to the Insurance Company (INSC) window for valid values.
Policy Number	15	**Conditional.** If Insurance Company is entered, enter the policy number.
Membership Number	15	**Conditional.** If Insurance Company is entered, enter the employer's membership number.

Address Line 1	30	**Conditional.** Enter the address (street number, street and apartment number) of the dependent's employer if the Employer name was entered.
Address Line 2	30	**Optional.** Enter the second line of the employer's address if applicable.
City	19	**Conditional.** Enter the city where the dependent's employer is located if the Employer Name is entered.
State	3	**Conditional.** Enter the state where the dependent's employer is located if the Employer Name is entered. Refer to the State (ST) window for valid values.
Zip	9	**Conditional.** Enter the dependent's employer's zip code if the Employer Name is entered.
Country	3	**Conditional.** Enter the country where the dependent's employer is located if Employer Name is entered. Refer to the Country (CTRY) window for valid values.
Phone	10	**Optional.** Enter the employer's telephone number if Employer Name is entered.
Ext	4	**Optional.** Enter the employer's telephone number extension if Employer Name is entered.

Document Listing (SUSF)

Purpose

The Document Listing (SUSF) allows you to review documents (i.e. Current Period Timesheets (CPER) and Prior Period Timesheets (PPER) in the system and/or work on several documents at one time. SUSF shows the status of the document themselves, as well as the status of approvals that have been applied to all documents.

SUSF Coding Instructions

Field Name	Length	Definition

Organization	4	**Conditional.** Allowed only for document creation. Enter the organization to be associated with the document.
Batch ID	4	Not applicable.
Batch ID	3	Not applicable.
Batch ID	6	Not applicable.
Document ID	4	**Optional.** You can specify the first document to be listed by specifying the document ID. If no value is entered, the first suspended document will be listed.
Document ID	3	**Optional.** You can specify the first document to be listed by specifying the document ID. If no value is entered, the first suspended document will be listed.
Document ID	12	**Optional.** You can specify the first document to be listed by specifying the document ID. If no value is entered, the first suspended document will be listed.
Status	5	**Optional.** You can limit the list of suspended documents by specifying a document status. If no value is entered, suspended documents with all statuses will be displayed. Valid Statuses are: • ***Accepted:*** Edits to verify the eligibility for and validity of the event have occurred successfully; ready for payroll. Accepted documents cannot be modified. You cannot edit accepted documents as you would a new, rejected, or held document. If you need to make a modification to an accepted document, you must submit an adjustment document that reflects the change. • ***Deleted:*** Document has been marked for deletion by user. • ***Held:*** Edits to verify the eligibility for and validity of the event have not occurred; the document may not even be completed in its entirety; or it may be for a future pay period. 'Held' documents are not ready for payroll.

		• ***Pending Approval 1:*** The first level of approval, as designated by the particular agency, has not yet been applied. • ***Pending Approval 2:*** The second level of approval, as designated by the particular agency, has not yet been applied. • ***Pending Approval 3:*** The third level of approval, as designated by the particular agency, has not yet been applied. • ***Pending Approval 4:*** The fourth level of approval, as designated by the particular agency, has not yet been applied. The fourth level of approval will not be applicable for timesheet documents in the State of Missouri. • ***Pending Approval 5:*** The fifth level of approval, as designated by the particular agency, has not yet been applied. The fifth level of approval will not be applicable for timesheet documents in the State of Missouri. Documents that have not been approved can be edited, approved, verified, and/or scheduled. Similarly, documents that have been approved but not accepted in the Document Listing (SUSF) cannot be changed without removing approvals. • ***Rejected:*** Has not successfully passed edits to verify the eligibility for and validity of the event; not ready for payroll. • ***Scheduled:*** Edits to verify the eligibility for and validity of the event have not occurred; not ready for payroll.
Process Date	Date	**Optional.** Enter a date to schedule future processing for the document or batch of documents.
New	Button	Select to create a new document.
Open	Button	Select to open the highlighted document.
Browse	Button	Select to bring the existing data to the window for viewing.
More Data	Button	Select to bring the next page of existing data to the window for viewing.

Refresh	Button	Will update the documents listed on this window to incorporate any changes in status made since the time the Document Listing window was opened.
New Selection	Button	A search tool to be used to apply selection criteria to the documents that appear in the listing. Based upon the criteria you select, the SUSF window will bring up only those documents that meet the criteria. Refer to Document Selection (DSEL) Coding Instructions.
Clear Selection	Button	Select to clear the documents that met the selection criteria specified and return all pending documents for viewing.

Document Selection (DSEL)

Purpose

The Document Selection window provides another way to find and open documents on the Document Listing Window (SUSF). Using DSEL, search criteria can be specified to find certain types of documents. For example, use DSEL to find only Current Period Timesheets (CPER's) that require approvals, approve and process the documents.

Open the DSEL window by:

- Selecting Document Selection (DSEL) from the Go To window, or
- Selecting New Selection from the Document Listing (SUSF)

DSEL Coding Instructions

Field Name	Length	Definition
Agency(ies)	...	To choose documents based on the agency or agencies where the documents have been created. If entering more than one agency, separate each agency ID with a semicolon.
Document Type(s)	...	To choose specific types of documents to view. The Select Choices window opens which lists the available document types. View the document list by window name or window code. Click on the document and select Add. To select all of the documents, select Add All. To remove any documents from the selected list, click on the

		document and select Remove. Remove All removes all of the selected documents. Select OK to save the choices and return to the Document Selection window.
Approvals	...	To select any or all levels of approval to view only documents currently at that/those approval levels in SUSF.
Status(es)	...	To choose specific levels of status to view. The Select Choices window opens displaying the available statuses. View the document list by window name or window code. Click on the status and select Add. To select all of the statuses, select Add All. To remove any statuses from the selected list, click on the status and select Remove. Remove All removes all of the statuses. Select OK OPEN to save the choices and return to the Document Selection window.
Latest Date	6	To choose documents by the latest document date.
Initial User ID(s)	...	To choose documents by the first user. Separate user IDs with semi-colons.
Latest User ID(s)	...	To choose documents by the latest user. Separate user IDs with semi-colons.

To save the search criteria entered in the Document Selection (DSEL) window, enter the criteria as described above.

1. Select **Save**.
2. The document selection criteria are saved into a document preference file. Enter a name for the file, giving it the extension ".wfl" and select **OK**.

To load a saved file:

1. Open the Document Selection (DSEL) window.
2. Select **Load**.
3. Move to the directory where you saved your document preference files and select the file.
4. Select **OK**.
5. Select **Find** to go to the Document Listing (SUSF).

6.

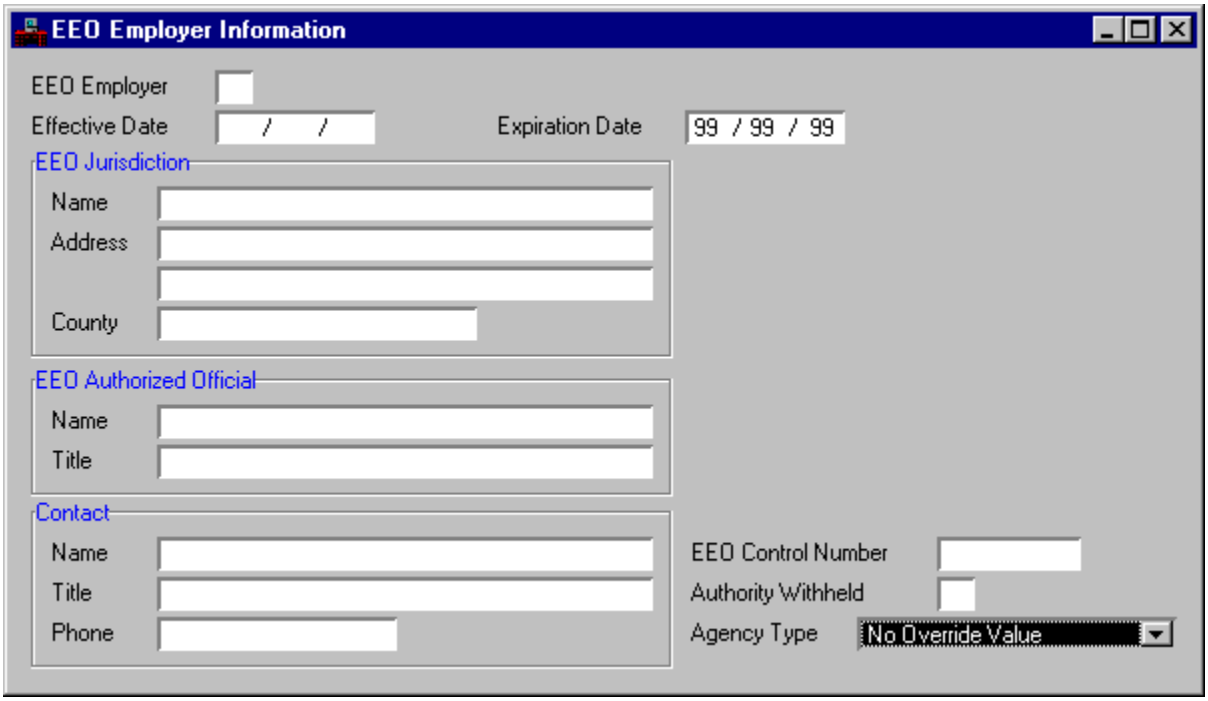
E

EEO Employer Information (EEOE)

Purpose

The EEO Employer Information (EEOE) window is used to view and record location and contact information about employers operating under EEO guidelines.

EEOE Coding Instructions



Field Name	Length	Definition
EEO Employer	1	**Required.** Enter the one character code that identifies the employer. This code is used on the Extended Agency (AGYX) window.

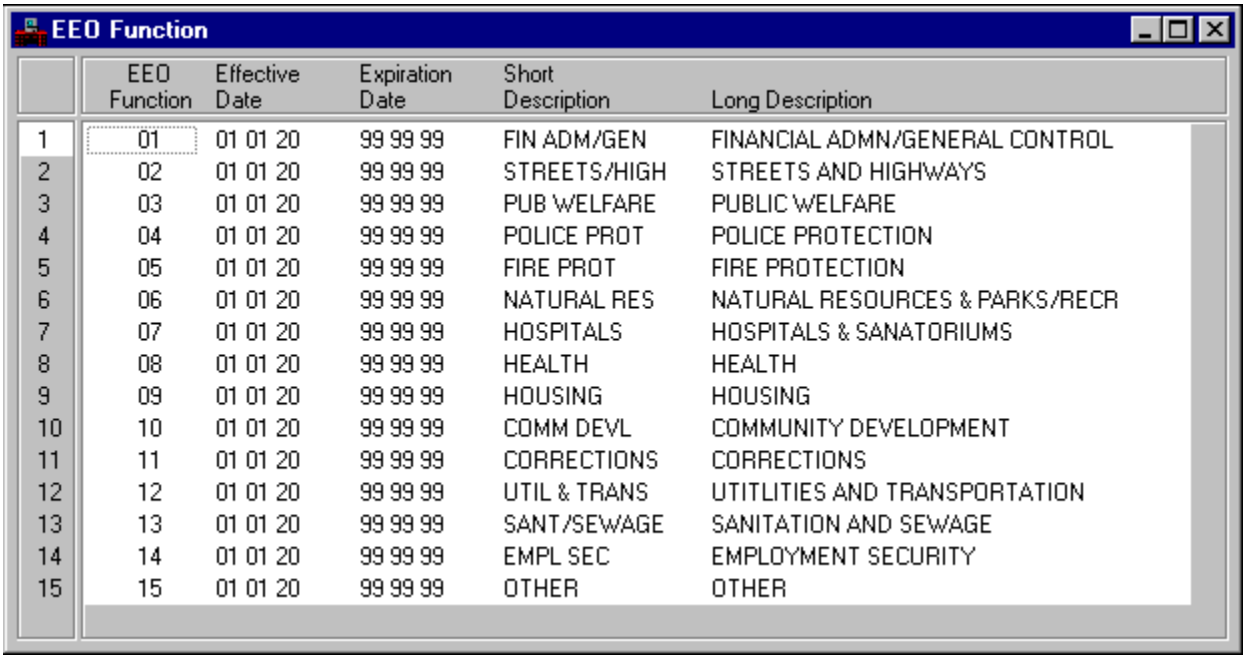
Effective Date	6	**Required.** Enter the date the information becomes effective.
Expiration Date	6	Default is ***99/99/99***. Enter the last date the information is in effect.
Name	30	**Required.** Enter the name of the jurisdiction (up to 30 characters) to which the EEO employer code applies.
Address	2x30	**Required.** Enter the first two lines of the address to appear on the EEO report. This field should contain, for example, a street address, building number and suite.
County	19	**Required.** Enter the new or changed county name for the EEO employer code.
Name	30	Required. Enter the name of the EEO authorized official.
Title	30	**Required.** Enter the title of the EEO authorized official.
Name	30	**Required.** Enter the name of the EEO contact person.
Title	30	**Required.** Enter the title of the EEO contact person.
Phone	14	**Required.** Enter the telephone number of the EEO contact person.
EEO Control Number	8	**Required.** Enter an eight character control number for the EEO employer code.
Authority Withheld	1	**Optional.** Enter the authority withheld flag value to be displayed on the EEO report. Valid values are: X or Y (either of these values translates into an X on the Authority Withheld label on the EEO-5 report) and N or blank (either of these entries is equivalent to leaving Authority Withheld on the EEO5 report blank.
Agency Type	Dropdown Menu	**Required.** Select a value to identify the agency type which describes the organization. Valid values are: No Override Value; Local School System; State Education Agency and Special/Regional Agency.

EEO Function (EEOF)

Purpose

The EEO Function (EEOF) window defines the function for employers operating under EEO guidelines.

EEOF Coding Instructions



	EEO Function	Effective Date	Expiration Date	Short Description	Long Description
1	01	01 01 20	99 99 99	FIN ADM/GEN	FINANCIAL ADMN/GENERAL CONTROL
2	02	01 01 20	99 99 99	STREETS/HIGH	STREETS AND HIGHWAYS
3	03	01 01 20	99 99 99	PUB WELFARE	PUBLIC WELFARE
4	04	01 01 20	99 99 99	POLICE PROT	POLICE PROTECTION
5	05	01 01 20	99 99 99	FIRE PROT	FIRE PROTECTION
6	06	01 01 20	99 99 99	NATURAL RES	NATURAL RESOURCES & PARKS/RECR
7	07	01 01 20	99 99 99	HOSPITALS	HOSPITALS & SANATORIUMS
8	08	01 01 20	99 99 99	HEALTH	HEALTH
9	09	01 01 20	99 99 99	HOUSING	HOUSING
10	10	01 01 20	99 99 99	COMM DEVL	COMMUNITY DEVELOPMENT
11	11	01 01 20	99 99 99	CORRECTIONS	CORRECTIONS
12	12	01 01 20	99 99 99	UTIL & TRANS	UTITLITIES AND TRANSPORTATION
13	13	01 01 20	99 99 99	SANT/SEWAGE	SANITATION AND SEWAGE
14	14	01 01 20	99 99 99	EMPL SEC	EMPLOYMENT SECURITY
15	15	01 01 20	99 99 99	OTHER	OTHER

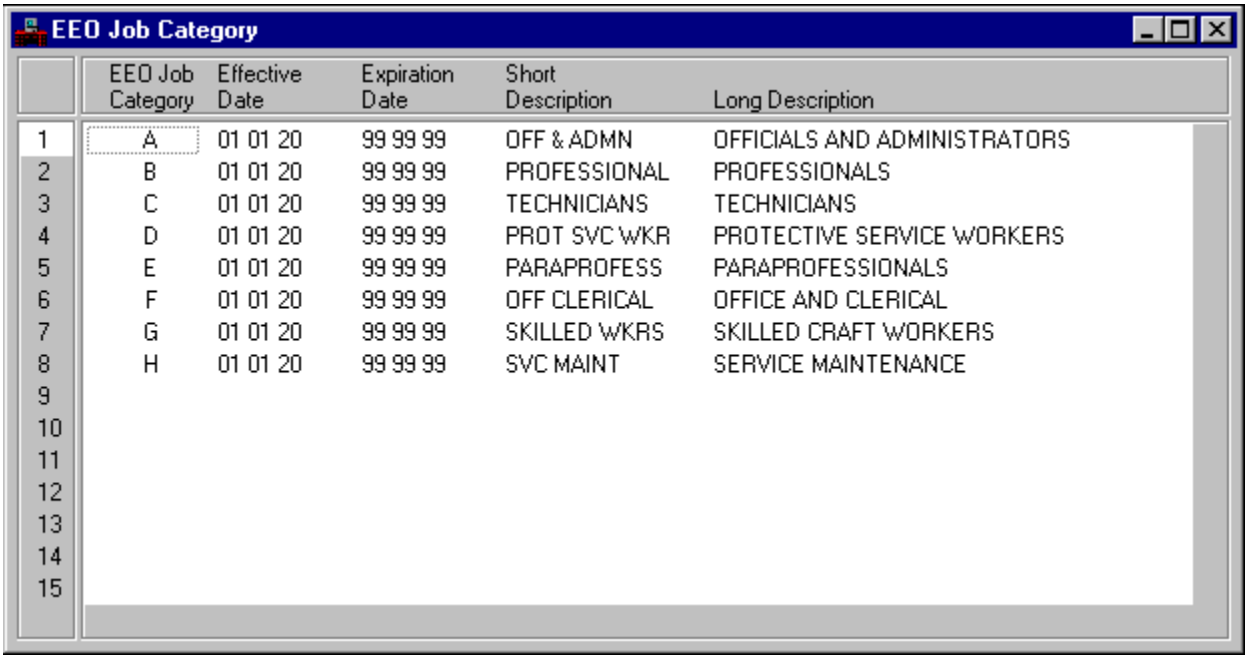
Field Name	Length	Definition
EEO Function	2	**Required.** Enter the EEO function code you wish to add, change, or expire.
Effective Date	6	**Required.** Enter the date you want the function to become effective.
Expiration Date	6	Default is ***99/99/99***. Enter the last date the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the EEO function code.
Long Description	30	Default is Short Description entry. Enter the new or changed long description of the EEO function code.

EEO Job Category (EEOC)

Purpose

The EEO Job Category (EEOC) window defines job category codes for employers operating under EEO guidelines.

EEOC Coding Instructions



Field Name	Length	Definition
EEO Job Category	2	**Required.** Enter the EEO job category code you are changing, adding, or expiring. In order for an employee to be correctly classified for an occupational activity on the Fall Staff Survey Report, the following values must be used: **EX** (executive, administrative and managerial); **FA** (faculty [instruction, research, public service]); **OP** (other professionals [support or service]); **CL** (clerical and secretarial); **TC** (technical and paraprofessional); **SK** (skilled craft) and **SM** (service and maintenance).
Effective Date	6	**Required.** Enter the date the entry becomes effective.

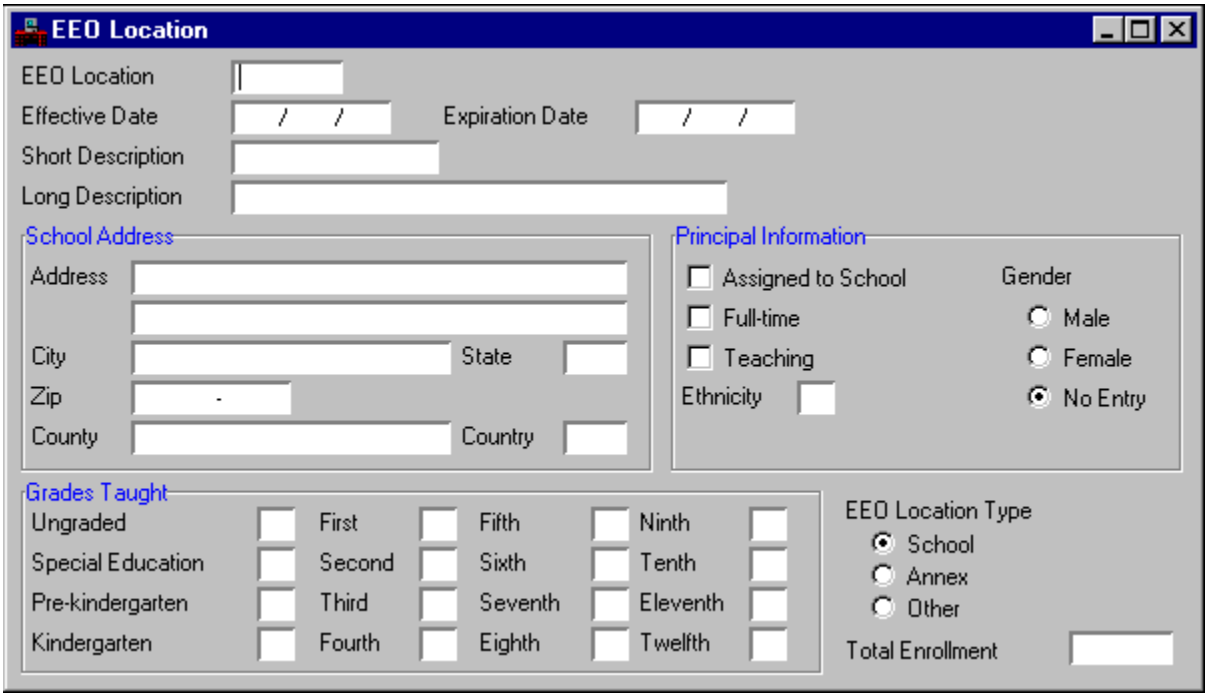
Expiration Date	6	Default is ***99/99/99***. Enter the last date the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the EEO job category code.
Long Description	30	Default is Short Description entry. Enter the new or changed long description of the EEO job category code.

EEO Location (EEOL)

Purpose

The EEO Location (EEOL) window defines work locations, grades taught, and other EEO data for employers operating under EEO guidelines for school districts.

EEOL Coding Instructions



Field Name	Length	Definition
EEO Location	6	**Required.** Enter the EEO location code you are changing, adding or expiring.

Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	Default is ***99/99/99***. Enter the last date the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the EEO location code.
Long Description	30	Default is Short Description entry. Enter the new or changed long description of the EEO location code.
Address	2x30	**Required.** Enter the address of the school.
City	19	**Required.** Enter the city where the school is located.
State	3	**Required.** Enter the state where the school is located.
Zip	10	**Optional.** Enter the zip code of the school.
County	19	**Required.** Enter the county where the school is located.
Country	3	**Conditional.** If the Yes/No Flag on the Site Specific Parameters (SPAR) window is Y for the DEFAULT COUNTRY CODE parameter, this field defaults to the value entered in the Text Value Line 1 for that parameter. Required otherwise. Enter the country of the school.
Assigned to School	Checkbox	**Required.** Select to indicate a principal has been assigned to this EEO location. Clear if a principal has not been assigned to this EEO location.
Full-time	14	**Required.** Select to indicate a principal has been assigned to this EEO location full-time. Clear if a principal has not been assigned to this EEO location full-time.
Teaching	15	**Required.** Select to indicate a principal has been assigned to teach. Clear if a principal has not been assigned to teach.
Ethnicity	1	**Conditional.** Required if Assigned to School is selected. Not allowed if Assigned to School is not selected. Enter the ethnicity of the principal. Valid values are located on the Ethnicity (ETHN) window. If no principal has been assigned, leave this field blank.

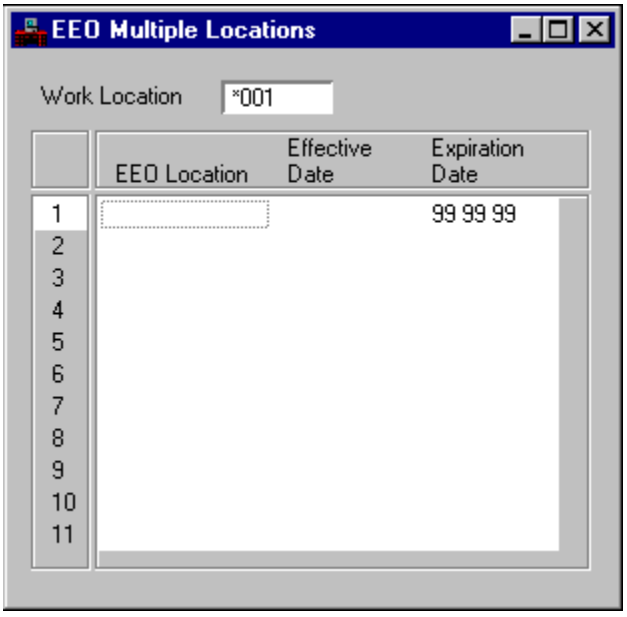
Gender	17	**Conditional.** Must be Male or Female if Assigned to School is selected. Must be No Entry if Assigned to School is not selected. Select a value to indicate the sex of the principal. Valid values are: **Male; Female** and **No Entry**.
Grades Taught	12x1	**Optional.** Enter each grade taught at the location. Enter ***Y*** if the grade is taught at the specified EEO Location. Enter ***N*** if the grade is not taught.
EEO Location Type	Radio Buttons	**Optional.** Select the value for the type of EEO location. Valid values are: **School, Annex,** and **Other**.
Total Enrollment	7	**Required.** Enter the enrolled count for the location. Format is 1.

EEO Multiple Locations (EEOM)

Purpose

The EEO Multiple Locations (EEOM) window defines multiple work locations on employers operating under EEO guidelines.

EEOM Coding Instructions



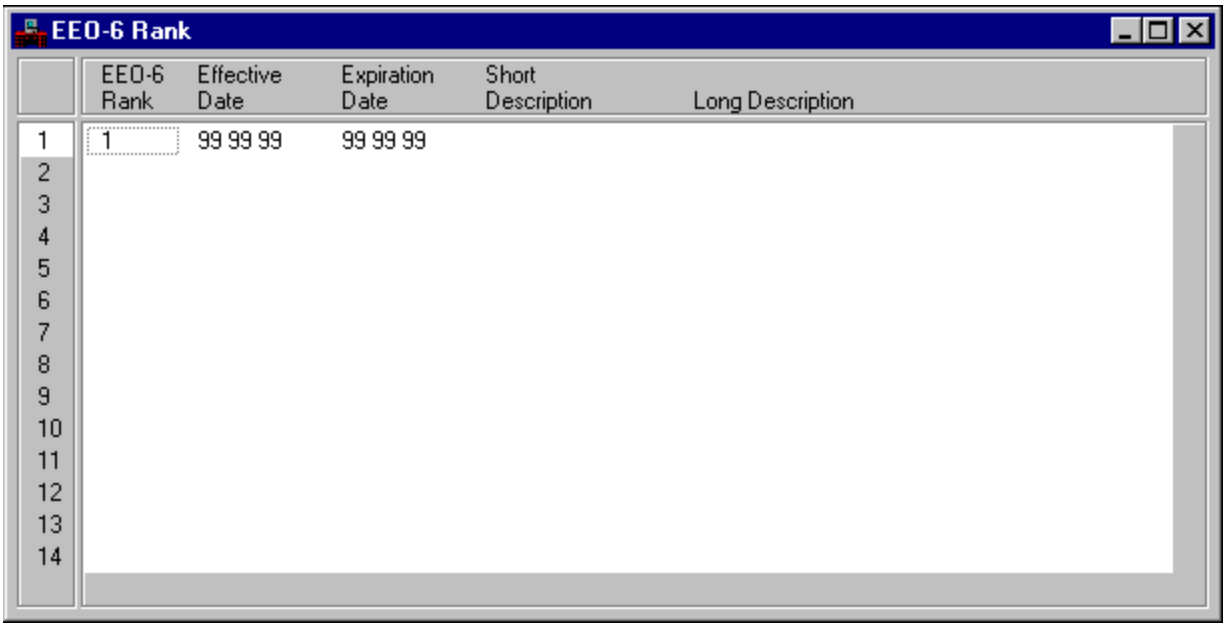
Field Name	Length	Definition
Work Location	6	**Required.** Enter the work location code you are changing, adding or expiring. Valid value must be a location for which EEO Location is set to *****. Valid values are located on the Location (LOC) window.
EEO Location	6	**Required.** Enter the EEO location code. Valid values are located on the EEO Location (EEOL) window.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	Default is ***99/99/99***. Enter the last date the information is in effect.

EEO-6 Rank (EEOR)

Purpose

The EEO-6 Rank (EEOR) window defines the job classifications as defined in the Fall Staff Survey reporting requirements. The values in this window are not pre-defined; however, for Fall Staff Survey reporting purposes, it is recommended that the values provided by the Department of the Census be used to populate this window.

EEO-6 Coding Instructions



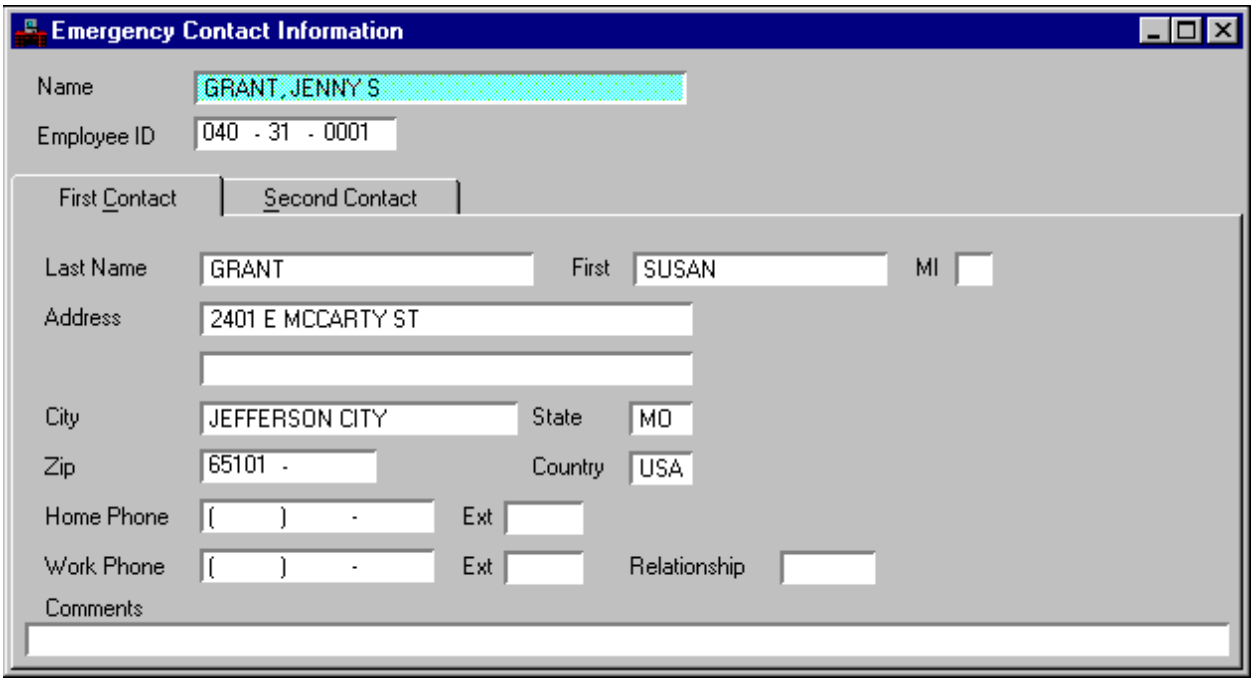
Field Name	Length	Definition
EEO-6 Rank	5	**Required.** Enter the appropriate code to identify the job classifications of an employee for Fall Staff Survey reporting. The values expected by the Fall Staff Survey processing programs are: **1** (Full professor); **2** (Associate professor); **3** (Assistant professor); **4** (Instructor); **5** (Lecturer); **6** (Other faculty) and **7** (Not Applicable).
Effective Date	6	**Required.** Enter the date this EEO-6 rank code becomes effective.
Expiration Date	6	Default is ***99/99/99***. Enter the date this EEO-6 rank code expires.
Short Description	12	**Required.** Enter a short description to define this EEO-6 rank code.
Long Description	30	Default is Short Description entry. Enter a long description of this EEO-6 rank code if a more detailed description is needed.

Emergency Contact Information (EMER)/First Contact

Purpose

The Emergency Contact Information (EMER) window is used to record and view information on two emergency contacts for each employee.

EMER Coding Instructions



Field Name	Length	Definition
Name	Display Only	Displays the employee's full name (last name, first name, and middle initial).
Employee ID	10	**Required.** Enter the employee's social security number.
Last Name	20	**Required.** Enter the last name of the first emergency contact.
First	15	**Required.** Enter the first name of the first emergency contact.
MI	1	**Optional.** Leave blank, or enter the middle initial of the first emergency contact.
Address (1-2)	30 x 2	**Required.** Enter the address (street number, street, and apartment number) of the first emergency contact. Use the second line to continue the address if additional space is needed.
City	19	**Required.** Enter the city that the first emergency contact lives in.

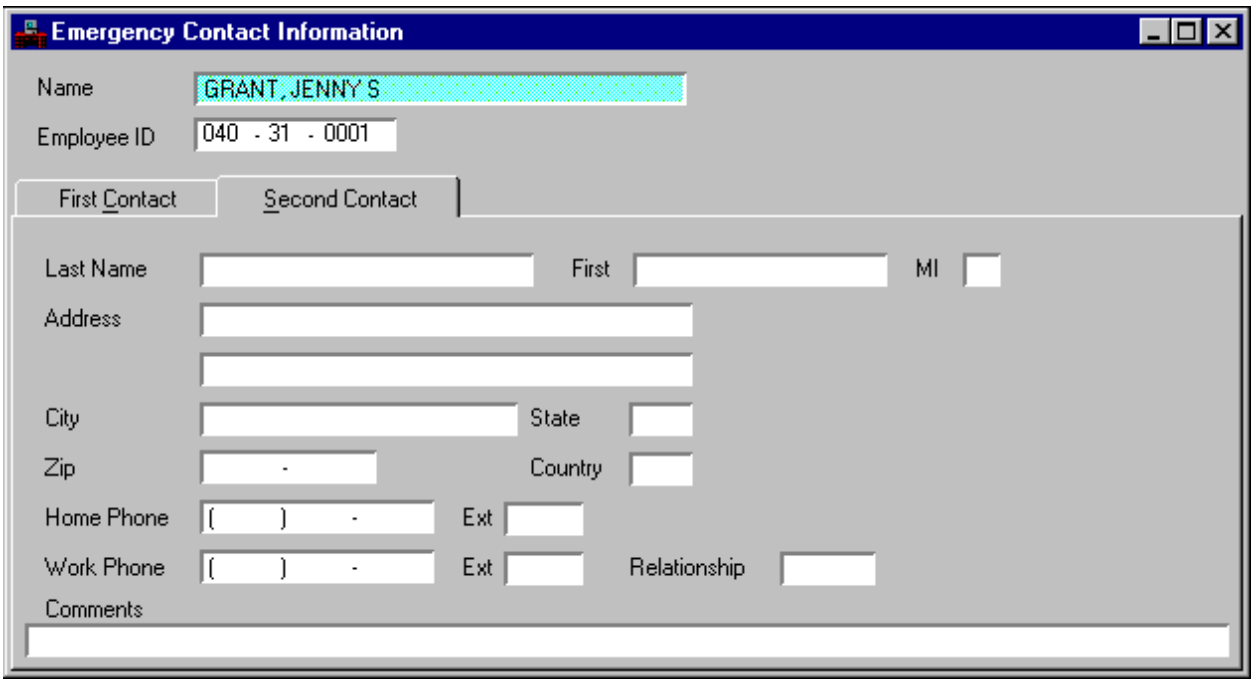
State	3	**Required.** Enter the state that the first emergency contact lives in. Valid values are located on the State (ST) window for valid values.
Zip	9	**Optional.** Leave blank, or enter the first emergency contact's zip code.
Country	3	Default is USA. Enter the country the first emergency contact lives in. Valid values are located on the Country (CTRY) window.
Home Phone	10	**Conditional.** Required if "Work Phone" is left blank. Enter the home telephone number (area code and number) of the first emergency contact.
Ext	4	**Optional.** Leave blank, or enter the extension to the first emergency contact's home telephone number.
Work Phone	10	**Conditional.** Required if "Home Phone" is left blank. Enter the work telephone number (area code, and number) of the first emergency contact.
Ext	4	**Optional.** Leave blank, or enter the extension to the first emergency contact's work telephone number.
Relationship	5	**Optional.** Leave blank, or enter the code to indicate the relationship of the employee to the first emergency contact. Valid values are located on the Relationship (RELT) window.
Comments	75	**Optional.** Leave blank, or enter any additional comments.

Emergency Contact Information (EMER)/Second Contact

Purpose

The Emergency Contact Information (EMER) window is used to record and view information on two emergency contacts for each employee.

EMER Coding Instructions



Field Name	Length	Definition
Last Name	20	**Required.** Enter the last name of the second emergency contact.
First	15	**Required.** Enter the first name of the second emergency contact.
MI	1	**Optional.** Leave blank, or enter the middle initial of the second emergency contact.
Address (1-2)	30 x 2	**Required.** Enter the address (street number, street, and apartment number) of the second emergency contact. Use the second line to continue the address if additional space is needed.
City	19	**Required.** Enter the city that the second emergency contact lives in.
State	3	**Required.** Enter the state that the second emergency contact lives in. Valid values are located on the State (ST) window for valid values.
Zip	9	**Optional.** Leave blank, or enter the second emergency contact's zip code.
Country	3	Default is USA. Enter the country the second emergency contact lives in. Valid values are located on the Country (CTRY) window.

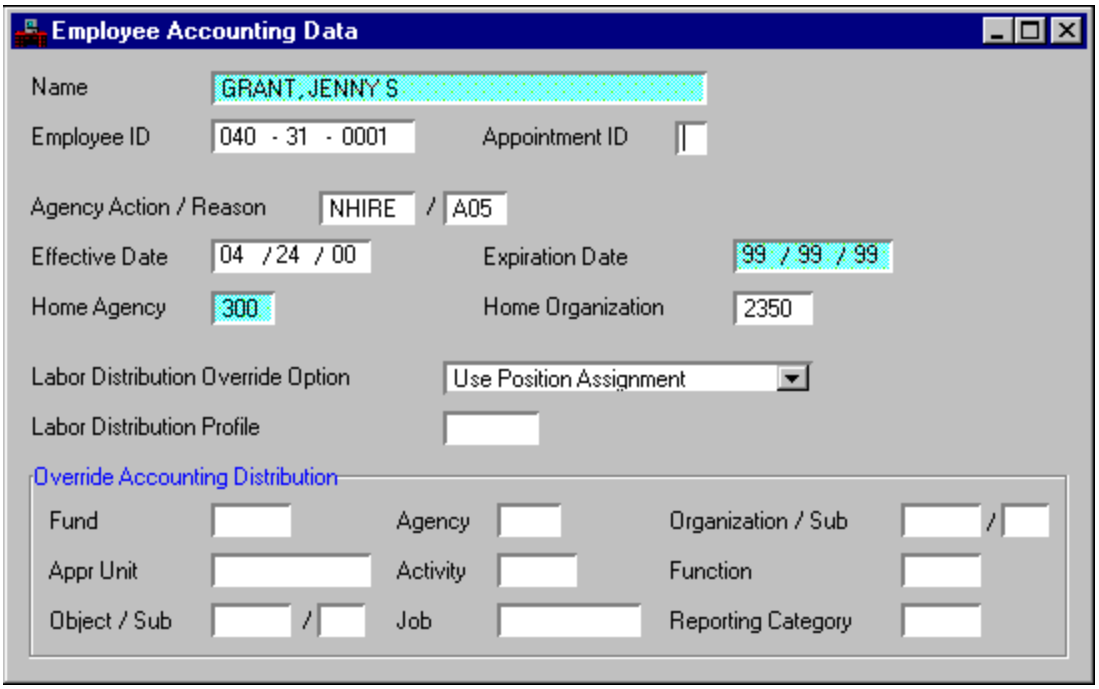
Home Phone	10	**Conditional.** Required if “Work Phone” is left blank. Enter the home telephone number (area code and number) of the second emergency contact.
Ext	4	**Optional.** Leave blank, or enter the extension to the second emergency contact’s home telephone number.
Work Phone	10	**Conditional.** Required if “Home Phone” is left blank. Enter the work telephone number (area code, and number) of the second emergency contact.
Ext	4	**Optional.** Leave blank, or enter the extension to the second emergency contact’s work telephone number.
Relationship	5	**Optional.** Leave blank, or enter the code to indicate the relationship of the employee to the second emergency contact. Valid values are located on the Relationship (RELT) window.
Comments	75	**Optional.** Leave blank, or enter any additional comments.

Employee Accounting Data (AGYA)

Purpose

The Employee Accounting Data (AGYA) window is used to record and view agency-specific accounting attributes for a particular employee. The employer is responsible for maintaining the accounting attributes for the employee's labor expense distribution. This can be done in three ways: explicitly entering the detailed attributes on this window; referencing a profile that is common to a large number of employees in the agency; or referencing the accounting attributes defined for the employee's position (at Position Control sites only). If you choose to use the profile or position's attributes, do not complete any of the individual attribute fields.

AGYA Coding Instructions



Field Name	Length	Definition
Name	Display Only	Displays the employee's full name (last name, first name, and middle initial).
Employee ID	10	**Required.** Enter the employee's social security number.
Appointment ID	1	**Conditional.** If an employee holds more than one position, enter the appointment identification number to indicate which position is affected. Leave blank to indicate the employee's primary appointment.
Agency Action	5	**Required.** Enter the agency-specific action code for the employee. Valid values are located on the Personnel Action (PACT) window.
Agency Reason	3	**Optional.** Enter the reason code for the "Personnel Action". Valid values are located on the Personnel Action Reason (PART) window.
Effective Date	6	**Required.** Enter the date (*mm/dd/yy*) the employee accounting information is effective.
Expiration Date	Display Only	Displays the last date (*mm/dd/yy*) the employee accounting information is in effect.

		Note: The system displays 99/99/99 as the expiration date on the most recent transaction. As a subsequent transaction is completed, the expiration date for the previous transaction is automatically updated to the day before the effective date of the new transaction.
Home Agency	Display Only	Displays the code for the agency to which the employee reports.
Home Organization	4	**Required.** Enter the code for organization to which the employee reports. Valid values are located on the Organization Index (ORGN) window.
Labor Distribution Override Option	Dropdown Menu	Select the labor distribution override option. Selection Required is not a valid value; it indicates that a valid value must be selected. Valid values are Use Entered Profile to use an override labor distribution profile; Use Entered Accounting Values to use the following override accounting attributes; and Use Position Assignment to use the accounting attributes assigned to the employee's position.
Labor Distribution Profile	5	**Conditional.** Required if the “Labor Distribution Override Option” is “Use Entered Profile”; otherwise leave blank. Enter the override labor distribution profile code. Valid values are located on the Labor Distribution Profile (LDPR) window.
Fund	4	**Conditional.** Required if the “Labor Distribution Override Option” is “Use Entered Accounting Values”; otherwise leave blank. Enter the fiscal or accounting entity under which the employee falls. Valid values are located on the Fund Index (FUND) window. **Note:** If fund is required but left blank, and “Agency” and “Organization” are filled in, then fund defaults to the value specified in the “Fund” field on the Organization (ORG2) window.
Agency	3	**Conditional.** Required if the “Labor Distribution Override Option” is “Use Entered Accounting Values”; otherwise leave

		blank. Enter the override agency value. Agency must be valid with the entered fund. Valid fund and agency combinations are located on the Fund Agency Index (FAGY) window.
Organization	4	**Conditional.** Required if the "Labor Distribution Override Option" is "Use Entered Accounting Values"; otherwise leave blank. Enter the override organization code. Valid values are located on the Organization Index (ORGN) window.
Sub	2	**Conditional.** Required if "Organization" is entered; otherwise, leave blank. Enter a sub-organization code. Valid values are located on the Sub-Organization (SORG) window.
Appr Unit	9	**Conditional.** Required if "Labor Distribution Override Option" is "Use Entered Accounting Values"; otherwise, leave blank. Enter the appropriation unit code representing the dollar amount designated by law for a specific purpose. Valid values are located on the Appropriation Index (APPR) window. **Note:** This field is inferred when journal vouchers and payment vouchers are transferred to the financial system.
Activity	4	**Conditional.** Required if the "Labor Distribution Override Option" is "Use Entered Accounting Values"; otherwise leave blank. Enter the activity code used for a further breakdown of financial activity. Valid values are located on the Activity Index (ACTV) window.
Function	4	**Conditional.** Required if the "Labor Distribution Override Option" is "Use Entered Accounting Values"; otherwise leave blank. Enter the function code representing the budget for a group-related activity that is aimed at accomplishing a major service or regulatory responsibility. Valid values are located on the Function (FUNC) window.
Object	4	**Conditional.** Optional if "Labor Distribution Override Option" is "Use Entered Accounting Values"; otherwise, leave blank. Enter the object code corresponding to the object of expense to which the employee's labor cost should be charged. Valid values are located on the Object Index (OBJT) window.

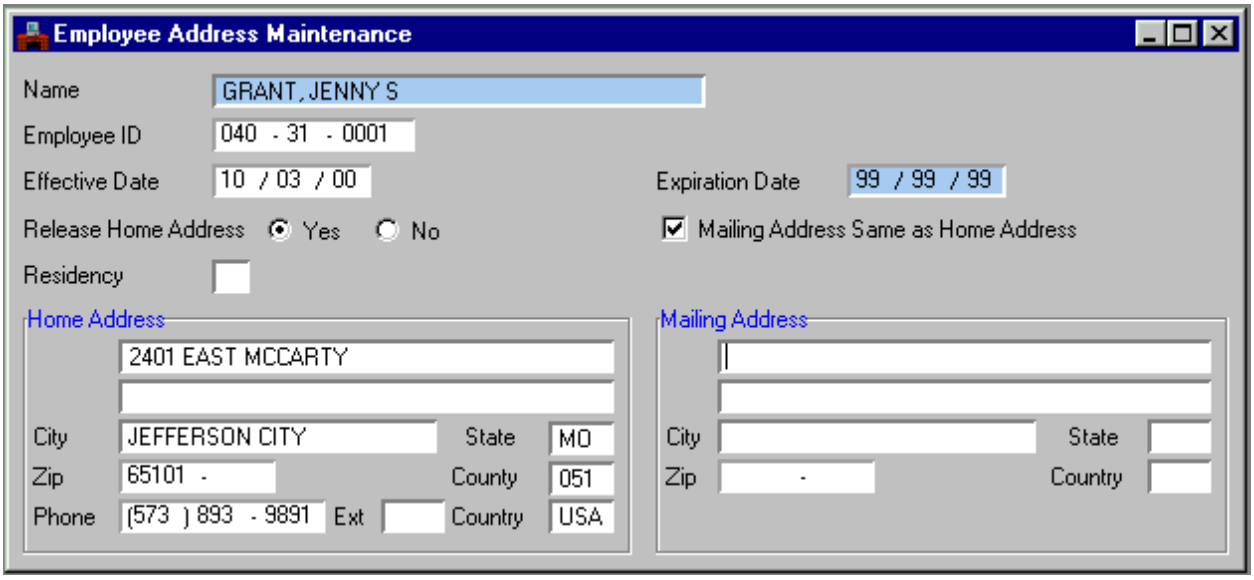
Sub	2	**Conditional.** Optional if “Labor Distribution Override Option” is “Use Entered Accounting Attributes” and an “Object” code is entered; otherwise, leave blank. Enter the sub-object if a further breakdown of object is employed. Valid values are located on the Sub-Object (SOBJ) window.
Job	8	**Conditional.** Optional if “Labor Distribution Override Option” is “Use Entered Accounting Values”; otherwise, leave blank. Enter the job code used to track specific costs associated with particular projects or jobs. Valid values are located on the Job Index (JOBT) window.
Reporting Category	4	**Conditional.** Optional if “Labor Distribution Override Option” is “Use Entered Accounting Values”; otherwise, leave blank. Enter the reporting category into which the employee’s labor cost should be charged. Valid values are located on the Reporting Category (RPTG) window.

Employee Address Maintenance (ADDR)

Purpose

The Employee Address Maintenance (ADDR) window is used to view or record an employee's address and telephone number. This window is also used to record any changes to the address or telephone.

ADDR Coding Instructions



Field Name	Length	Definition
Name	Display Only	Displays the employee's full name (last name, first name, and middle initial).
Employee ID	10	**Required.** Enter the employee's social security number.
Effective Date	6	**Required.** Enter the date (*mm/dd/yy*) the employee's address information is effective.
Expiration Date	Display Only	Displays the last date the employee's address information is valid.
Release Home Address	Radio Button	**Required.** Select "Yes" if the employee has authorized the state to release the address to non-State of Missouri parties.
Mailing Address Same as Home Address	Checkbox	Default is blank. Check this box if the employee's mailing address is the same as the home address. Clear if the employee's mailing address is different from the home address.
Residency	1	**Optional.** Leave blank, or enter the code to indicate the nature of the employee's residency requirement waiver. Valid values are located on the Residency (RESD) window.

Home Address (1-2)	30 x 2	**Required.** Enter the employee's home address (street number, street, and apartment number). Use the second line to continue the home address if additional space is needed.
City	19	**Required.** Enter the city name of the employee's home address.
State	3	**Required.** Enter the state code of the employee's home address. Valid values are located on the State (ST) window.
Zip	9	**Required.** Enter the zip code of the employee's home address.
County	3	**Required.** Enter the county code of the employee's home address. Valid values are located on the County (CNTY) window.
Country	3	Default is USA. Enter the country code of the employee's home address. Valid values are located on the Country (CTRY) window.
Phone	10	**Optional.** Leave blank, or enter the telephone number (area code and number) of the employee's home address.
Ext	4	**Optional.** Leave blank, or enter the extension to the employee's home address telephone number.
Mailing Address (1-2)	30 x 2	**Conditional.** Required if the "Mailing Address Same as Home Address" checkbox is clear. Enter the employee's mailing address (street number, street, and apartment number). Use the second line to continue the mailing address if additional space is needed.
City	19	**Conditional.** Required if the "Mailing Address Same as Home Address" checkbox is clear. Enter the city name of the employee's mailing address.
State	3	**Conditional.** Required if the "Mailing Address Same as Home Address" checkbox is clear. Enter the state code of the employee's mailing address. Valid values are located on the State (ST) window.
Zip	9	**Conditional.** Required if the "Mailing Address Same as Home Address" checkbox is clear. Enter the zip code of the employee's mailing address.

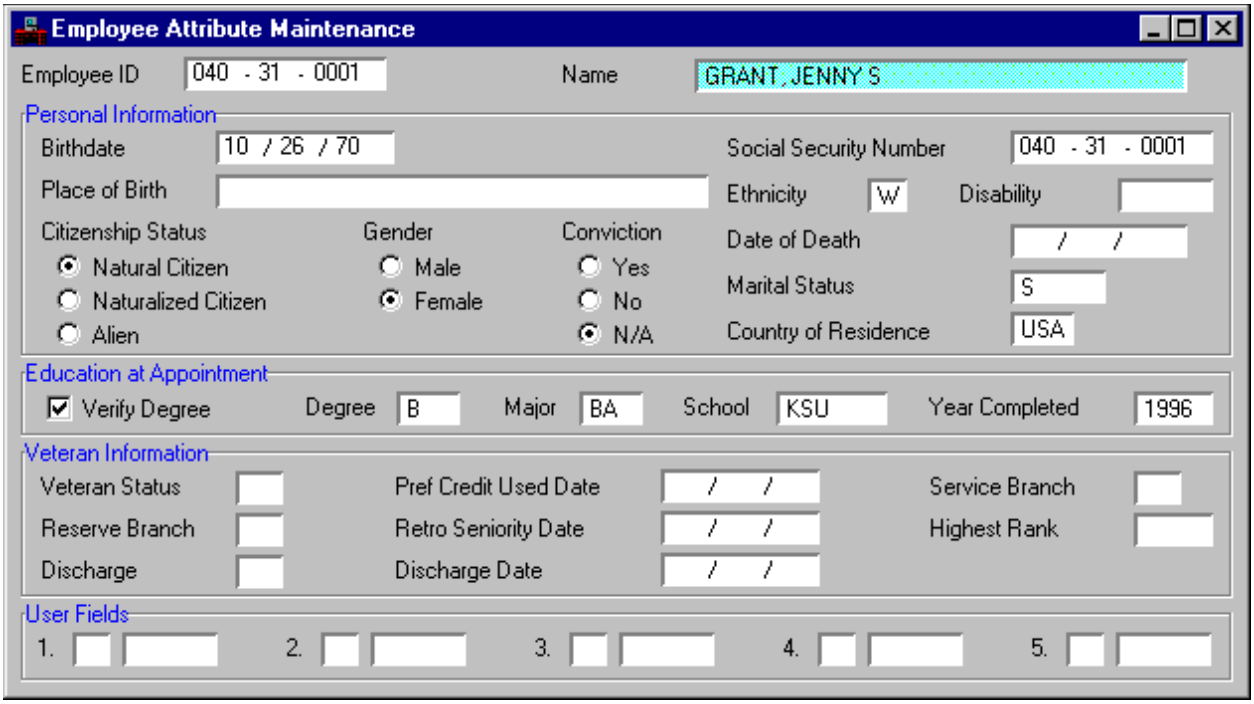
Country	3	Default is USA. Enter the country code of the employee's mailing address. Valid values are located on the Country (CTRY) window.

Employee Attribute Maintenance (ATTR)

Purpose

The Employee Attribute Maintenance (ATTR) window is used to record and view basic employee personal attributes such as date of birth, education at appointment, and veteran information.

ATTR Coding Instructions



Field Name	Length	Definition
Employee ID	10	**Required.** Enter the employee's social security number.
Name	Display Only	Displays the employee's full name (last name, first name, and middle initial).
Birthdate	8	**Required.** Enter the employee's birth date (*mm/dd/ccyy*).

Social Security Number	9	**Required.** No entry is required, as the employee's social security number will automatically be displayed based on the fact that the State of Missouri is using social security number as the employee ID.
Place of Birth	30	**Optional.** Leave blank, or enter the employee's place of birth.
Ethnicity	1	**Required.** Enter the employee's ethnicity code. Valid values are located on the Ethnicity (ETHN) window.
Disability	5	**Optional.** Leave blank, or enter the employee's self-declared disability code. Valid values are located on the Disability Type (DSBL) window.
Citizenship Status	Radio Buttons	Defaults to **Natural Citizen**. Select the value to identify the employee's citizenship status. Valid values are **Natural Citizen, Naturalized Citizen** and **Alien**.
Gender	Radio Buttons	Defaults to **Male**. Select the value to identify the employee's gender. Valid values are **Male** and **Female**.
Conviction	Radio Buttons	Defaults to **N/A**. Select a value to indicate whether the employee has or has not been convicted of a crime, other than a traffic violation. Valid values are **Yes, No** and **N/A**.
Date of Death	8	**Optional.** Leave blank, or enter the date (*mm/dd/ccyy*) of the employee's death.
Marital Status	5	**Optional.** Leave blank, or enter the code for the employee's marital status. Valid values are located on the Marital Status (MSTS) window.
Country of Residence	3	**Optional.** Leave blank, or enter the country where the employee has residency status. Valid values are located on the Country (CTRY) window.
Verify Degree	Checkbox	Default is blank. Check this box to verify if the employee has a degree at the time of employment. Clear if degree verification is not applicable.

Degree	3	**Conditional.** Required if the “Verify Degree” checkbox is selected. Enter the degree code for the degree obtained. Valid values are located on the Degree (DEGR) window.
Major	3	**Conditional.** Required if the “Verify Degree” checkbox is selected. Enter the code for the educational major. Valid values are located on the Formal Education Major (MAJR) window.
School	6	**Conditional.** Required if the “Verify Degree” checkbox is selected. Enter the code for the school attended. Valid values are located on the School (SCHL) window.
Year Completed	4	**Conditional.** Required if the “Verify Degree” checkbox is selected. Enter the year (ccyy) the employee completed the degree.
Veteran Status	2	Default is U and indicates that veteran status is unknown. Enter the code that indicates whether the employee is a veteran. Valid values are located on the Veteran Status (VETS) window.
Pref Credit Used Date	6	**Optional.** Leave blank, or enter the date (mm/dd/yy) that the employee used veteran's credits.
Service Branch	2	**Conditional.** Required if “Veteran Status” indicates the employee is a veteran; otherwise, leave blank. Enter the code that indicates in which branch of the Armed Forces the employee has served. Valid values are located on the Military Branch (MILB) window.
Reserve Branch	2	**Conditional.** Required if “Veteran Status” indicates the employee is a veteran; otherwise, leave blank. Enter the code that indicates whether the employee is in the reserves, and what kind of reserve the employee is in. Valid values are located on the Military Branch (MILB) window.
Retro Seniority Date	6	**Optional.** Leave blank, or enter the employee's retroactive seniority date (*mm/dd/yy*).
Highest Rank	4	**Conditional.** Required if “Veteran Status” indicates the employee is a veteran; otherwise, leave blank. Enter the code that indicates the highest military rank held by the employee while in active

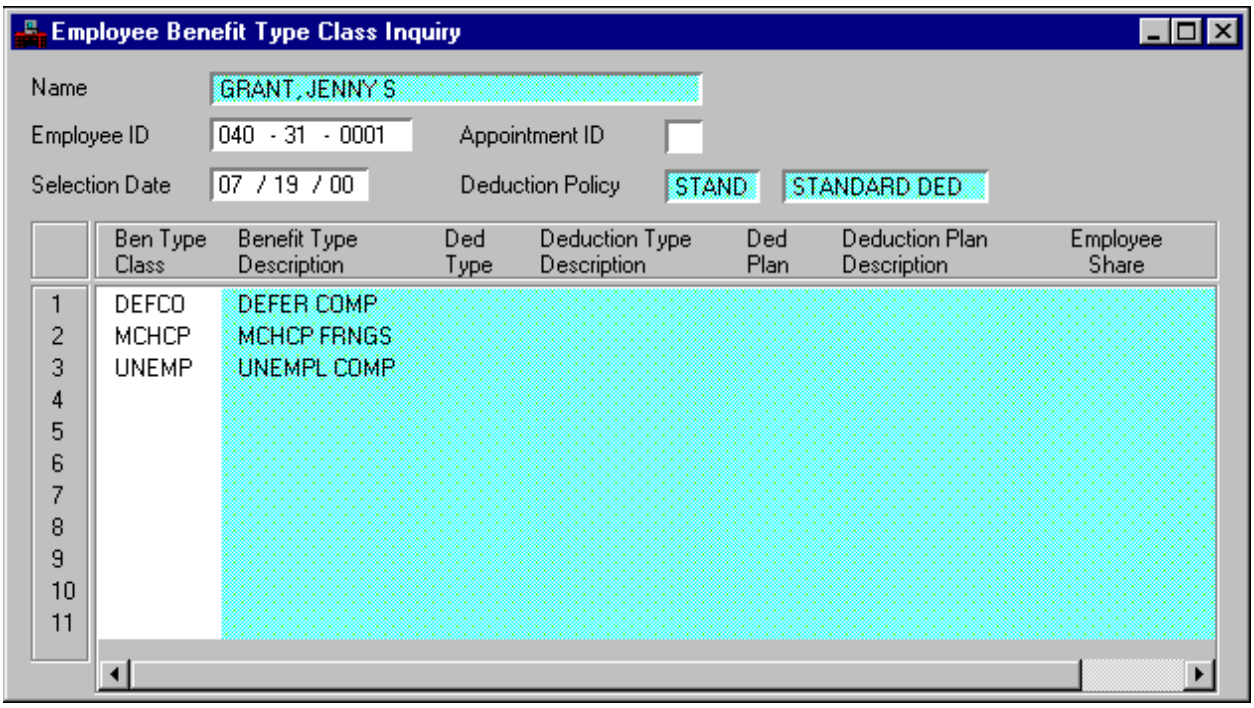
		service. Valid values are located on the Military Rank (MILR) window.
Discharge	2	**Conditional.** Required if “Veteran Status” indicates the employee is a veteran; otherwise, leave blank. Enter the discharge type code. Valid values are located on the Discharge Type (DSCG) window.
Discharge Date	6	**Conditional.** Required if “Veteran Status” indicates the employee is a veteran; otherwise, leave blank. Enter the date (mm/dd/yy) the employee was discharged from the military.
User Field 1	1 x 5 5 x 5	**Optional.** Field not defined.
User Field 2	1 x 5 5 x 5	**Optional.** Field not defined.
User Field 3	1 x 5 5 x 5	**Optional.** Field not defined.
User Field 4	1 x 5 5 x 5	**Optional.** Field not defined.
User Field 5	1 x 5 5 x 5	**Optional.** Field not defined.

Employee Benefit Type Class Inquiry (QBTC)

Purpose

The Employee Benefit Type Class (QBTC) inquiry displays all the benefit type classes for which an employee is eligible, the benefits in which the employee is enrolled, and the deduction type(s) and plan(s) of the employee's deduction. Also displayed are the employee and employer (if applicable) contribution for each enrolled benefit. Selection Criteria include Employee ID, Appointment ID, Selection Date and Benefit Type Class.

QBTC Coding Instructions



Field Name	Length	Definition
Name	Display Only	Displays the employee's full name (last name, first name, and middle initial).
Employee ID	10	**Required.** Enter the employee's social security number.
Appointment ID	1	**Optional.** If the employee holds more than one appointment, enter the appropriate appointment identification number for the employee. If this field is blank, the employee data pertains to the employee's primary appointment.
Selection Date	6	**Optional.** The selection date is assumed to be the current date unless another date is entered. The date the employee selected the benefits is displayed.
Deduction Policy (1-2)	Display Only	Displays the date the employee selected the benefits.
Benefit Type Class	5	**Optional.** You can enter the benefit type class to begin the display with the entered code. The code denoting the benefit type class is displayed.

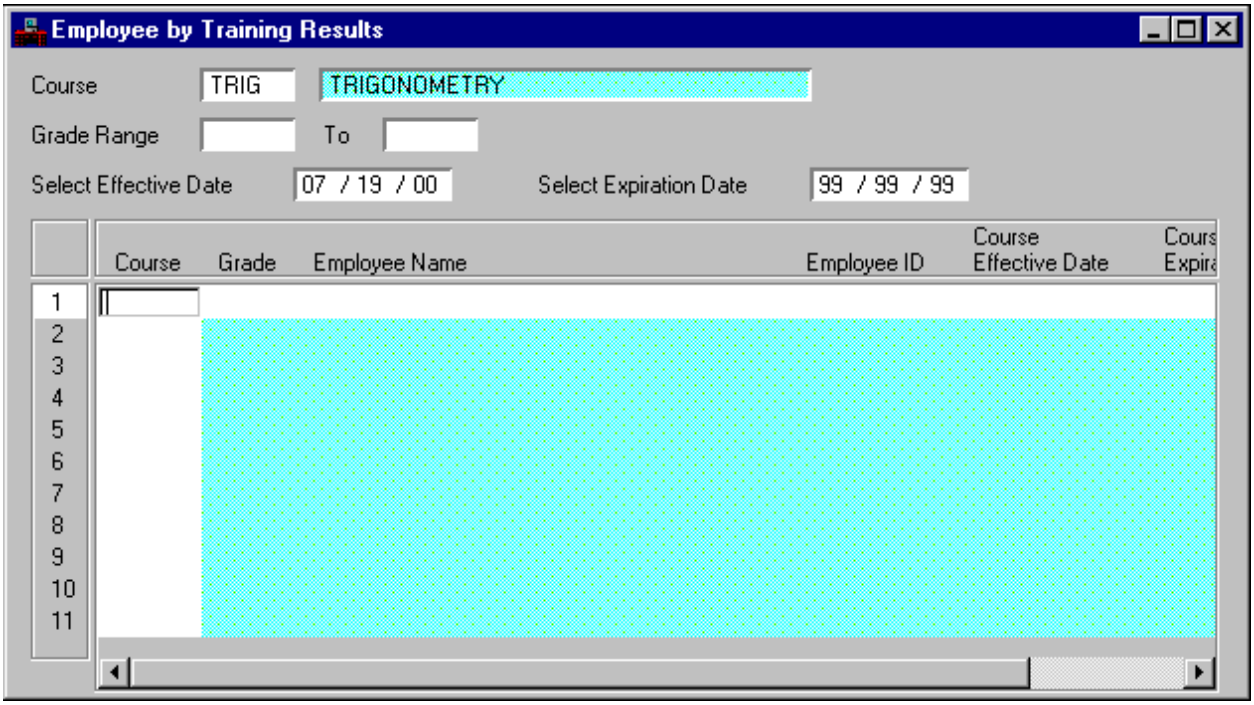
Benefit Type Description	Display Only	Displays the description of the benefit type.
Deduction Type	Display Only	Displays the deduction type code.
Deduction Type Description	Display Only	Displays the description of the deduction type.
Deduction Plan	Display Only	Displays the deduction plan code.
Deduction Plan Description	Display Only	Displays the description of the deduction plan.
Employee Share	Display Only	Displays the employee's contribution to benefits, if applicable.
Employer Share	Display Only	Displays the employer's contribution to the employee's benefits, if applicable.

Employee By Training Results (QETR)

Purpose

The Employee by Training Results (QETR) inquiry lists all the active employees who have taken or are taking a particular course. Each employee's course grade is displayed. Selection Criteria include Course, Grade Range, Select Effective Date and Select Expiration Date.

QETR Coding Instructions



Field Name	Length	Definition
Course (1-2)	Display Only	**Optional.** You can enter a full or partial course code to begin the display at a particular point. The system displays information for the first valid course code that it finds using the entered characters.
Grade Range (1-2)	5	**Optional.** If a grade range is entered (that is, both a minimum and maximum grade), the system displays a list of all of the employees who received a grade that falls within the specified grade range. If only a minimum grade is specified, the system lists all of the employees who received a grade greater than or equal to the specified minimum grade. Similarly, if a only a maximum grade is specified, the system lists all of the employees who received a grade less than or equal to the maximum grade.
Select Effective Date	6	Default is the Current Date. If a date range is entered, only records that are effective on or after the select effective date and before the select expiration date are displayed.
Select Expiration Date	6	Default is 99/99/99. If a date range is entered, only records that are effective on or after the select effective date and before the select expiration date are displayed.

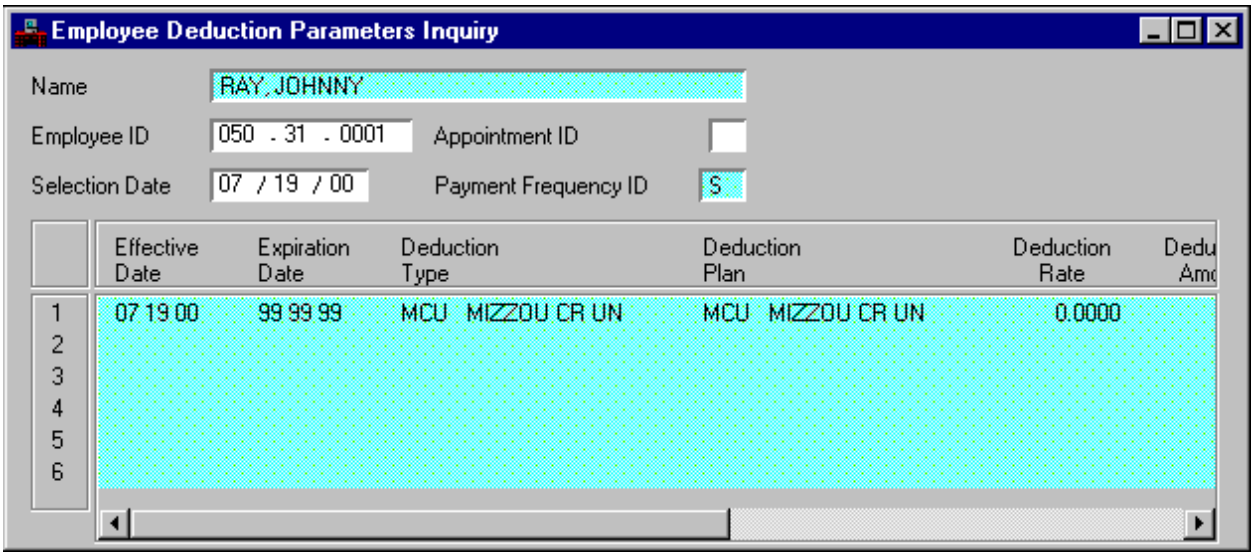
Course	5	Displays the code identifying the course.
Grade	Display Only	Displays the grade the employee received for the course. The system ranks grade codes numerically and alphabetically in order to determine which records to display when a grade range is specified.
Employee Name	Display Only	Displays the employee's full name (last name, first name, and middle initial).
Employee ID	Display Only	Displays the employee's social security number.
Course Effective Date	Display Only	Displays the date the course begins.
Course Expiration Date	Display Only	Displays the date the course ends.

Employee Deduction Parameters (QDPM)

Purpose

The Employee Deduction Parameters Inquiry (QDPM) displays all the effective deductions for a selected employee. For each deduction, this window displays the effective and expiration dates, codes and descriptions for the deduction type and plan, amount or rate of the deduction, and frequency with which the deduction is taken. If the deduction is goal-oriented, the ID for the type of goal is displayed. The goal amount (or number of installments) and the amount already contributed toward the goal are also displayed. Selection Criteria include Employee ID, Appointment ID and Selection Date.

QDPM Coding Instructions



Field Name	Length	Definition
Name	Display Only	Displays the employee's full name (last name, first name, and middle initial.
Employee ID	10	**Required.** Enter the employee's social security number.
Appointment ID	1	**Optional.** If the employee holds more than one appointment, enter the appropriate appointment identification number for the employee. If this field is blank, the employee data pertains to the employee's primary appointment.
Selection Date	6	Default is the Current Date. Enter a Selection Date to view the deductions effective at a date other than the current date.
Payment Frequency ID	Display Only	Displays the code identifying the frequency schedule that an employee is paid.
Effective Date	Display Only	Displays the date deduction became effective.
Expiration Date	Display Only	Displays the date the deduction expires.
Deduction Type	Display Only	Displays the code indicating the type of deduction.

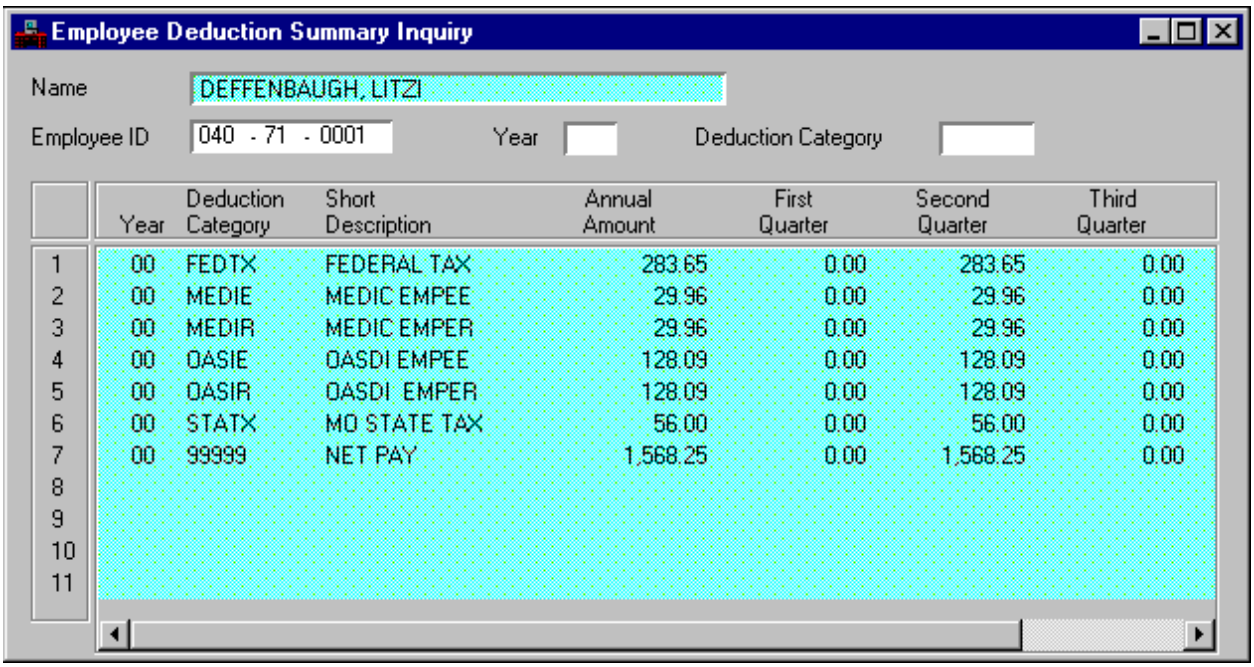
Deduction Plan	Display Only	Displays the code indicating the deduction plan.
Deduction Rate	Display Only	Displays the percentage of the deduction.
Deduction Amount	Display Only	Displays the amount of deduction, if applicable.
Goal Deduction Amount	Display Only	Displays the goal amount of a goal-oriented deduction.
Goal Total to Date Amount	Display Only	Displays the current total deductions applied toward the goal.
Goal Type ID	Display Only	Displays the code indicating the deduction's goal type.
Deduction Frequency	Display Only	Displays the frequency that deductions are taken.

Employee Deduction Summary Inquiry (QDSM)

Purpose

The Employee Deduction Summary Inquiry (QDSM) displays an employee's annual and quarterly deduction amounts for each deduction category. For selection criteria, you have the choice of combining the employee ID and the calendar year and/or deduction category. If you select on employee ID alone, you receive a summary of the employee's deduction for all categories and all years year-to-date and by quarters. If you select on employee ID and calendar year, you receive a summary of the employee's deduction for all categories for the selected calendar year and quarters. If you select on the employee ID and a deduction category, the system displays year-to-date and quarterly summary information for the particular category. Selection Criteria include Employee ID, Year and Deduction Category.

QDSM Coding Instructions



Field Name	Length	Definition
Name	Display Only	Displays the employee's full name (last name, first name, and middle initial).
Employee ID	10	**Required.** Enter the employee's social security number.
Appointment ID	1	**Optional.** If the employee holds more than one appointment, enter the appropriate appointment identification number for the employee. If this field is blank, the employee data pertains to the employee's primary appointment.
Year	2	**Optional.** You can enter a specific calendar year to see the total and quarterly deductions for that year. The calendar year is displayed. If left blank, all information, beginning with the most current year, is displayed.
Deduction Category	5	**Optional.** You can enter a specific deduction category to see the deductions for the current year or a specified year. Valid values are located on the Event Category (CATG) window. The code indicating the category of the employee's deduction is displayed. Leave blank to display all the employee's deduction categories.
Year	Display Only	Displays the year the deduction was taken.

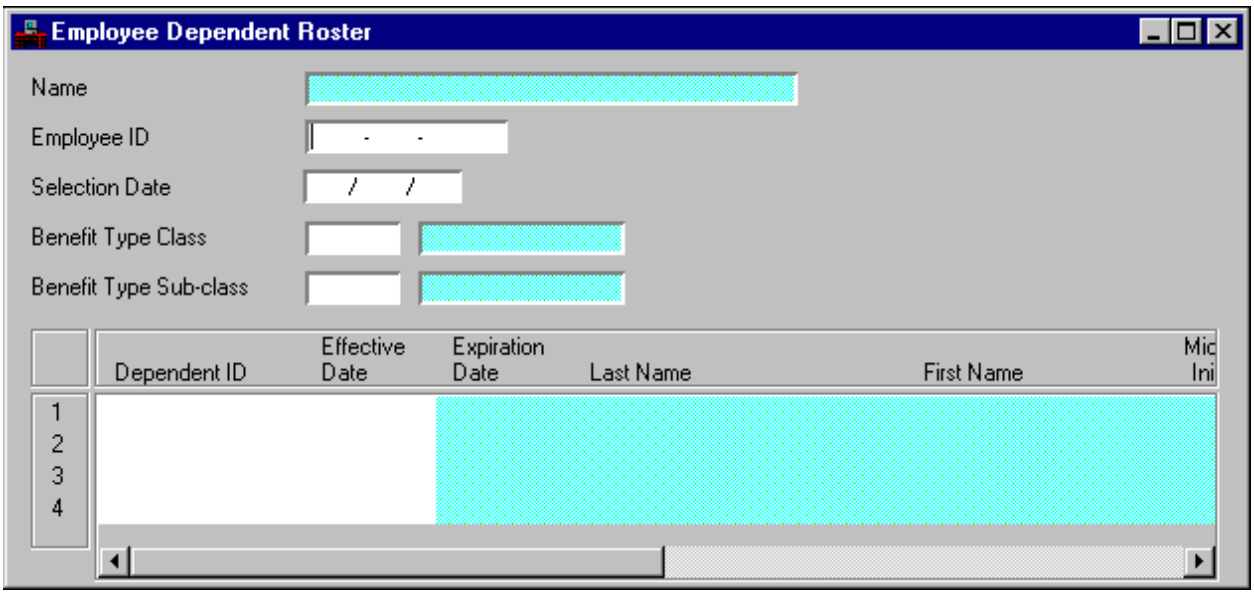
Deduction Category	Display Only	Displays the code or name of the deduction taken.
Short Description	Display Only	Displays the description of the selected deduction. This description is taken from the Short Description field of the Event Category (CATG) window.
Annual Amount	Display Only	Displays the total annual amount of the deduction. For the current year the deduction total-to-date is displayed.
First Quarter	Display Only	Displays the total of the deduction taken in the first quarter (the first three months) of the year.
Second Quarter	Display Only	Displays the total of the deduction taken in the second quarter of the year.
Third Quarter	Display Only	Displays the total of the deduction taken in the third quarter of the year.
Fourth Quarter	Display Only	Displays the total of the deduction taken in the fourth quarter (the last three months) of the year.

Employee Dependent Roster (QDPR)

Purpose

The Employee Dependent Roster (QDPR) inquiry displays all dependents for an employee as of the specified selection date. Also shown is whether each dependent is covered for the specified Benefit Type Class and Sub-Class values. Selection Criteria include Employee ID, Selection Date, Benefit Type Class and Benefit Type Sub-class.

QDPR Coding Instructions



Field Name	Length	Definition
Name	Display Only	Displays the employee's full name (last name, first name, and middle initial).
Employee ID	10	**Required.** Enter the employee's social security number.
Selection Date	6	**Optional.** If left blank, the current date is displayed. Enter the date the employee's dependents are covered by the employee's benefits.
Benefit Type Class (1-2)	Display Only	**Optional.** If left blank, displays all the employee's recorded dependents. Enter the benefit type class code to display benefit coverage eligibility. If a code is entered, the benefit type class short description is displayed.
Benefit Type Sub-class (1-2)	Display Only	**Optional.** If left blank, displays all the employee's recorded dependents. Enter the benefit type sub-class code to display benefit coverage eligibility. If a code is entered, displays the benefit type sub-class short description.
Dependent ID	10	**Optional.** The dependent ID can be entered to access a particular dependent first. The number used to identify the dependent is displayed.

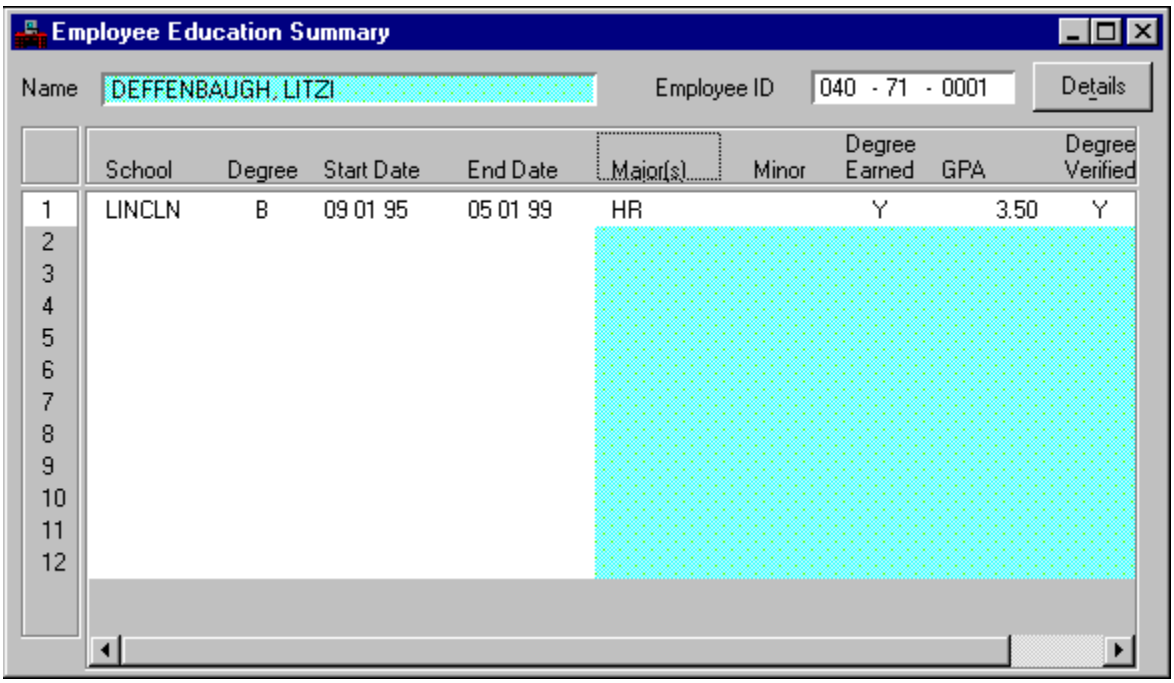
Effective Date	6	**Optional.** The effective date of dependent information can be entered to access dependent information from a certain date. Displays the date dependent data became effective.
Expiration Date	Display Only	Displays the date dependent data expires.
Last Name	Display Only	Displays the last name of the dependent.
First Name	Display Only	Displays the first name of the dependent.
Middle Initial	Display Only	Displays the middle initial of the dependent.
Relationship	Display Only	Displays the dependent's relationship to the employee.
Gender	Display Only	Displays the dependent's gender.
Date of Birth	Display Only	Displays the dependent's birthdate in mm/dd/ccyy format.
Full-Time Student	1	Displays whether the dependent is a student. If the dependent is a full-time student, Y is displayed. If the dependent is not a full-time student, N is displayed. If the employee did not indicate whether or not the dependent is a student, this field is blank.
Disability	Display Only	Displays a code indicating the type of disability of the dependent, if applicable.
Benefit Coverage	1	Displays whether the dependent is covered by the employee's benefits. If the dependent is covered, Y is displayed. If the dependent is not covered, N is displayed.
Eligibility From	Display Only	Displays the date the dependent becomes eligible for the employee's benefits.
Eligibility Until	Display Only	Displays the last date the dependent is eligible for the employee's benefits.

Employee Education Summary (QEDS)

Purpose

The Employee Education Summary (QEDS) inquiry summarizes an employee's education history. It lists all of the degrees that an employee has received or is working toward. It also lists the schools an employee has attended or plans to attend. The Details button retrieves the Employee Education History (EEDH) window. Selection Criteria include Employee ID, School, Degree, Start Date and End Date.

QEDS Coding Instructions



Field Name	Length	Definition
Name	Display Only	Displays the employee's full name (last name, first name, and middle initial).
Employee ID	10	**Required.** Enter the employee's social security number.
School	6	**Optional.** School can be entered to begin the display at a particular point. Valid values are located on the School (SCHL) window. The

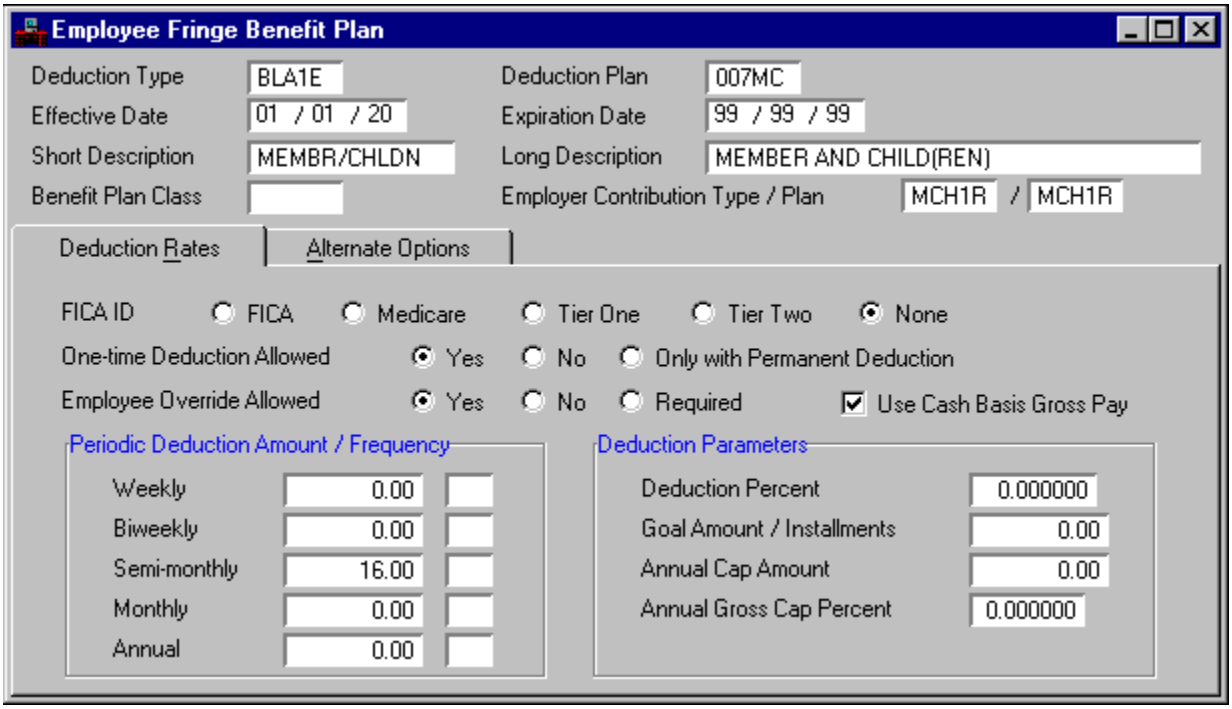
		code identifying the school the employee attended or is attending is displayed.
Degree	3	**Optional.** Degree and school can be entered to begin the display at a particular point. Valid values are located on the Degree (DEGR) window. The code identifying the degree the employee has received or is working towards is displayed.
Start Date	6	**Optional.** Start date can be used with end date to specify the date range for a historical scan. Unless otherwise specified, all records for a given employee are displayed. Displays the date the employee started school.
End Date	6	**Optional.** End date can be used with start date to specify the date range for a historical scan. Unless otherwise specified, all records for a given employee are displayed. The date the employee finished or finishes school is displayed.
Major(s)	Display Only	Displays the employee's major/field of study.
Minor	Display Only	Displays the employee's minor.
Degree Earned	Display Only	Indicates whether or not the employee's degree has been earned. The degree was earned if Y is displayed. If the degree was not earned, N is displayed.
GPA	Display Only	Displays the employee's grade point average at the indicated school.
Degree Verified	Display Only	Displays whether or not the employee's degree has been verified by the agency. If the degree has been verified, Y is displayed. If N is displayed, the degree was not verified.

Employee Fringe Benefit Plan (BENP)

Purpose

The Employee Fringe Benefit Plan (BENP) window is used to define benefit plans for employee fringe benefits. A benefit type may have one or more benefit plans associated with it. In order to distinguish between benefits and deductions, once defined, employee fringe benefit plans can only be viewed on this window and not on the Deduction Plan (DPLN) window. The reverse is also true: deduction plans can only be viewed on the Deduction Plan (DPLN) window and not on this window. To further distinguish between benefits and deductions, leafing between this window and the Deduction Plan (DPLN) window is not defined.

BENP Coding Instructions



Field Name	Length	Definition
Deduction Type	5	**Required.** Enter the employee fringe benefit type code associated with the plan that is to be added, changed, or expired. Refer to the Employee Fringe Benefit Type (BENT) window for valid values.
Deduction Plan	5	**Required.** Enter the deduction plan code that is to be added, changed, or expired.
Effective Date	6	**Required.** Enter the date the information becomes effective.

Expiration Date	6	**Optional.** Enter the last date the information is in effect. Default is ***99/99/99***.
Short Description	12	**Required.** Enter a new or changed short description of the deduction type code.
Long Description	30	**Optional.** Enter a new or changed long description of the deduction type code. Default is the Short Description entry.
Benefit Plan Class	5	**Optional.** Enter the benefit plan class (a level of aggregation for benefit plans) for this benefit plan. Refer to the Benefit Plan Class (BPCL) window for valid values.
Employer Contribution Type	5	**Optional.** Enter the appropriate fringe deduction type to indicate the type of employer contribution that should be associated with the employee fringe benefit plan. Refer to the Employer Contribution Type (EFBT) window for valid values.
Employer Contribution Plan	5	**Optional.** Enter the appropriate fringe deduction plan to indicate the type of employer contribution that should be associated with the employee fringe benefit plan. Refer to the Employer Contribution Plan (EFBP) window for valid values.

FICA ID	Radio Buttons	**Optional.** Select the value to indicate whether this is a FICA, Medicare, Tier One, or Tier Two deduction. Default is ***None [blank]***. Valid values are:
		• ***FICA [F]***
		• ***Medicare [M]***
		• ***Tier One [1]***
		  ○ Railroad pension reporting.
		• ***Tier Two [2]***
		  ○ Railroad pension reporting.
		• ***None [blank]***

One-Time Deduction Allowed	Radio Buttons	**Optional.** Select the value to indicate whether a one-time deduction is allowed for this employee fringe benefit plan. Default is ***Yes [Y]***. Valid values are: • ***Yes [Y]*** • ***No [N]*** • ***Only With Permanent Deduction [P]***
Employee Override Allowed	Radio Buttons	**Optional.** Select a value to indicate whether the deduction information can be overridden for a particular employee. Default is ***Yes [A]***. Valid values are: • ***Yes [A]*** Deduction can be overridden for a particular employee. • ***No [N]*** No overrides are allowed. • ***Required [R]*** Override is required.
Use Cash Basis Gross Pay	Checkbox	**Optional.** When this checkbox is cleared, it indicates that Reserve Pay amounts should be subtracted from gross pay before this percent deduction is calculated. Select [***Y***] to indicate earned basis gross pay should be used to calculate this deduction. Default is Clear [***N***].
Weekly Deduction Amount	10	**Optional.** If this amount is a flat dollar amount, enter the amount to be deducted for eligible employees paid on a weekly basis.
Weekly Deduction Frequency	2	**Optional.** Enter a two-character code to indicate the frequency with which the deduction should be taken. The same two-character code must appear in the **Deduction Frequencies** field for weekly employees on the Pay Cycle (CYCL) window for the pay periods in which the deduction should be taken. If left blank, the deduction is generated each pay period. Refer to the Deduction Frequency (DEDF) window for valid values.

Biweekly Deduction Amount	10	**Optional.** If this amount is a flat dollar amount, enter the amount to be deducted for eligible employees paid on a biweekly basis.
Biweekly Deduction Frequency	2	**Optional.** Enter a two-character code to indicate the frequency with which the deduction should be taken. The same two-character code must appear in the **Deduction Frequencies** field for biweekly employees on the Pay Cycle (CYCL) window for the pay periods in which the deduction should be taken. If left blank, the deduction is generated each pay period. Refer to the Deduction Frequency (DEDF) window for valid values.
Semi-Monthly Deduction Amount	10	**Optional.** If this amount is a flat dollar amount, enter the amount to be deducted for eligible employees paid on a semi-monthly basis.
Semi-Monthly Deduction Frequency	2	**Optional.** Enter a two-character code to indicate the frequency with which the deduction should be taken. The same two-character code must appear in the **Deduction Frequencies** field for semi-monthly employees on the Pay Cycle (CYCL) window for the pay periods in which the deduction should be taken. If left blank, the deduction is generated each pay period. Refer to the Deduction Frequency (DEDF) window for valid values.
Monthly Deduction Amount	10	**Optional.** If this amount is a flat dollar amount, enter the amount to be deducted for eligible employees paid on a monthly basis.
Monthly Deduction Frequency	2	**Optional.** Enter a two-character code to indicate the frequency with which the deduction should be taken. The same two-character code must appear in the **Deduction Frequencies** field for monthly employees on the Pay Cycle (CYCL) window for the pay periods in which the deduction should be taken. If left blank, the deduction is generated each pay period. Refer

		to the Deduction Frequency (DEDF) window for valid values.
Annual Deduction Amount	10	**Optional.** If this amount is a flat dollar amount, enter the amount to be deducted for eligible employees paid on an annual basis.
Annual Deduction Frequency	2	**Optional.** Enter a two-character code to indicate the frequency with which the deduction should be taken. The same two-character code must appear in the **Deduction Frequencies** field for annual employees on the Pay Cycle (CYCL) window for the pay periods in which the deduction should be taken. If left blank, the deduction is generated each pay period. Refer to the Deduction Frequency (DEDF) window for valid values.
Deduction Percent	9	**Required.** Enter the rate to be used in calculating the deduction amount, if this deduction is calculated based on a percentage. For example, enter 15% as ***.15***.
Goal Amount/Installments	10	**Optional.** If the benefit goal is a dollar amount, enter the goal amount. If the benefit goal is in number of installments, enter the goal number of installments.
Annual Cap Amount	10	**Optional.** If the total deduction amount for a year cannot exceed a certain dollar amount, enter the cap (or ceiling) amount.
Annual Gross Cap Percent	8	**Optional.** If the total deduction amount for a year cannot exceed a certain percentage of the employee's annual gross amount, enter the cap (or ceiling) percentage.
Special Routine ID	4	**Required.** Enter the proper code if a special calculation routine is invoked for this deduction type/plan. If no special calculation routine is to be invoked enter NON. Valid values are: ***ADTX*** Additional Tax

SLRY Salary Routine

CAPP Pay Period Cap Amount

GAR Garnishment Routine

HRLY Based on Hours Worked Routine

IRS Tax Levy Routine

PEN Pension Routine

SAVB U.S. Savings Bonds

MOTX Missouri State Tax Routine

NON No Special Routine

Optional. If **Special Routine ID** is entered, enter the amounts or percents (***.nn***) that are to be used in the calculations. Up to five are allowed.

If the deduction is a FICA deduction, enter the minimum year to date FICA covered wages for **Amount/Percent 1**, and leave the other four blank or zero. If special routine is FICA only, this field is used in a cash pay test to determine if FICA should be taken.

Amount/Percent (1-5) 10

If the **Special Routine ID** is ***SLRY (Budgeted Annualized Salary)***, deductions are calculated based on budgeted annualized salary regardless of the amount actually paid during the pay period. In **Amount/Percent 1**, enter the multiplication factor. In **Amount/Percent 2**, enter the maximum amount. In **Amount/Percent 3**, enter the exemption amount. In **Amount/Percent 4**, enter the weighing factor. **Amount/Percent 5** contains the rounding rule for the weighing factor. Enter a code to indicate the rounding rule. Valid values are:

1 Rounding to the Nearest Integer

2 Truncating to the Lower Integer

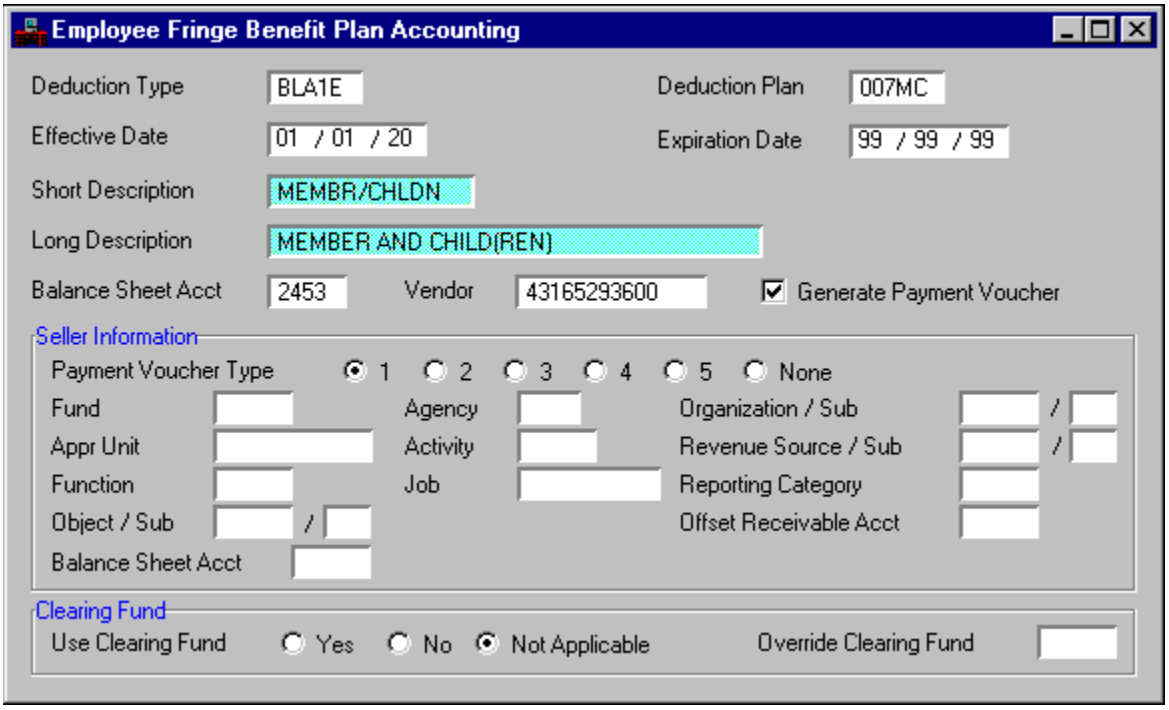
		0 No Rounding Required
Begin Date	1	Otherwise, leave these fields blank or zero. **Optional.** Select the value that indicates which employee date value is used as a comparison for the number of months for Deduction Alternate Rates (DEDA) window lookups. Default is ***None [blank]***. Valid values are: • ***Birth Date [B]*** • ***Appointment Date [A]*** • ***Benefit Progression Date [D]*** • ***Deduction Parameter Effective Date [P]*** • ***Enrollment Date [E]*** • ***None [blank]***
End Date	1	**Optional.** Select a value to indicate the date against which the Begin Date value is compared. Default is ***None [blank]***. Valid values are: • ***Specified [D]*** • ***Check Date [C]*** • ***Pay Period End Date [P]*** • ***Enrollment Date [E]*** • ***None [blank]*** If ***Specified [D]*** is selected, enter the date (*mm dd yy*) for the alternate rate in the second field.

Employee Fringe Benefit Plan Accounting (BNP3)

Purpose

The Employee Fringe Benefit Plan Accounting (BNP3) window defines accounting information for journal vouchers, vendor payment vouchers, and intra-governmental payment vouchers. This window's transactions are used to maintain employee benefit plan data on the Employee Fringe Benefit Plan (BENP) window.

BNP3 Coding Instructions



Field Name	Length	Definition
Deduction Type	5	**Required.** Enter the code for the type of deduction being taken. Refer to the Employee Fringe Benefit Type (BENT) window for valid values.
Deduction Plan	5	**Required.** Enter the deduction plan code that corresponds to the deduction type code selected. Refer to the Employee Fringe Benefit Plan (BENP) window for valid values.
Effective Date	6	**Required.** Enter the date the information becomes effective.
Expiration Date	6	**Optional.** Enter the last date the information is in effect. Default is ***99/99/99***.
Short Description	Display Only	The short description of the deduction type code is displayed.

Long Description	Display Only	The long description of the deduction type code is displayed.
Balance Sheet Account	4	**Required.** Enter the balance sheet account to which the deduction is posted.
Vendor	11	**Conditional.** Required if **Generated Payment Voucher** is ***Y*** and seller information is not entered. Optional if **Generated Payment Voucher** is ***N*** and seller information is not entered. Not allowed if seller information is entered. Enter the external vendor to which the amount of the deduction should be paid. Refer to the Vendor Index (VEND) window for valid values.
Generate Payment Voucher	Checkbox	**Required.** Select [***Y***] to indicate a payment voucher should be created for this deduction. Clear [***N***] to indicate a payment voucher should not be created for this deduction type/plan.

Seller Information

Note: Seller information can not be entered if payment voucher is ***type 1***.

Payment Voucher Type	Radio Buttons		**Optional.** Select the payment voucher type which should be created for the specified deduction type and deduction plan. Default is ***None [blank]***. Valid values are:
		1	Purchase from an external vendor.
		2	Purchase or sale between governmental units involving different funds.
		3	Purchase or sale between governmental units involving the same funds.
		4	Reimbursement between governmental units (inter or intra fund).
		5	Transfer between governmental units (inter or intra fund). **Note:** Additional buyer information is required for type 5 payment vouchers, so manual updates have to be

		made to these payment vouchers after they are uploaded to the financial system.
		None [blank No payment voucher should be generated for this sale. This option is only valid if **Generate Payment Voucher** is cleared [***N***].
Fund	4	**Conditional.** Required for type 2, 3, 4, and 5 payment vouchers. Enter the seller fund for the specified deduction type and deduction plan. Refer to the Fund Index (FUND) window for valid values.
Agency	3	**Conditional.** Required for type 2, 3, 4, and 5 payment vouchers. Enter the seller agency for the specified deduction type and deduction plan. Refer to the Agency Index (AGCY) window for valid values.
Organization	4	**Conditional.** Required on expenditure transactions if **Organization Options Exp Budget** on the Fund Agency (FGY2) window is set to ***Required on Budget and Accounting [Y]*** or ***Required on Accounting [A]***. Required on revenue transactions if **Organization Options Rev Budget** on the Fund Agency (FGY2) window is set to ***Required on Budget and Accounting [Y]*** or ***Required on Accounting [A]*** for the Fund/Agency entered above. Optional otherwise. Enter the seller organization for the specified deduction type and deduction plan. Refer to the Organization Index (ORGN) window for valid values.
Sub-Organization	2	**Conditional.** Required on expenditure transactions if **Sub-Organization Required on Spending** on the Organization (ORG2) window is set to ***Required [Y], Required on Pre-Encumbrance Transactions [1], Required on Encumbrance Transactions [2],*** or ***Required on Expenditure Transactions [3]***. Required on revenue transactions if **Sub-Organization Required on Revenue** on the Organization (ORG2) window is set to ***Required [Y]***. Optional otherwise. Enter the seller sub-organization for the specified deduction type and deduction

		plan. Refer to the Sub-Organization (SORG) window for valid values.
Appr Unit	9	**Conditional.** Required when **Labor Distribution Override Option** is ***Use Entered Accounting Values [A]***; otherwise, leave blank. Enter the seller appropriation unit for the specified deduction type and deduction plan. Refer to the Appropriation Index (APPR) window for valid values.
Activity	4	**Conditional.** Required on expenditure transactions if **Activity Options: Exp Budget** on the Fund Agency (FGY2) window is set to ***Required on Budget and Accounting [Y]*** or ***Required on Accounting [A]***. Required on revenue transactions if **Activity Options: Rev Budget** on the Fund Agency (FGY2) window is set to ***Required on Budget and Accounting [Y]*** or ***Required on Accounting [A]*** for the Fund/Agency entered above. Optional otherwise. Enter the seller activity for the specified deduction type and deduction plan. Refer to the Activity Index (ACTV) window for valid values.
Revenue Source	4	**Conditional.** Required for type 5 payment vouchers. Required if payment voucher type is 2 or 3, and the Seller Balance Sheet Account field is blank. Not allowed if payment voucher type is 2 or 3, and the Seller Balance Sheet Account field is not blank. Not allowed for type 4 payment vouchers. Enter the seller revenue source for the specified deduction type and deduction plan. Refer to the Revenue Source Index (RSRC) window for valid values.
Sub-Revenue Source	2	**Conditional.** Required if **Sub-Revenue Source Required** on the Revenue Source (RSR2) window is set to ***Yes [Y]***. Optional otherwise. Enter the seller sub-revenue source for the specified deduction type and deduction plan. Refer to the Sub-Revenue Source (SREV) window for valid values.
Function	4	**Conditional.** Required on expenditure transactions if **Function Options Exp Budget** on the Fund Agency (FGY2) window is set to ***Required on Budgeting and Accounting [Y]*** or ***Required on Accounting [A]***. Enter the seller function code for the specified

		deduction type and deduction plan. Refer to the Function (FUNC) window for valid values.
Job	8	**Conditional.** Required on expenditure transactions if **Job Number Required on Spending** on the Organization (ORG2) window is set to ***Required on Pre-Encumbrance Transactions [1], Required on Encumbrance Transactions [2],*** or ***Required on Expenditure Transactions [3]***, or if **Job Number Required on Spending** on the Organization (ORG2) window is set to ***Required If Job Number Spending Is Required*** on Activity [A] and the **Job Number Spending** field on the Activity (ACT2) window is set to ***Required on Pre-Encumbrance [1], Required on Encumbrance [2],*** or ***Required on Expenditure [3]***. Required on revenue transactions if **Job Number Required on Revenue** on the Organization (ORG2) window is set to ***Required If Job Number Revenue Is Required*** on Activity [A] and the **Job Number Revenue** field on the Activity (ACT2) window is set to ***Enforce Coding [Y]***. Optional otherwise. Enter the seller job number for the specified deduction type and deduction plan. Refer to the Job Index (JOBT) window for valid values.
Reporting Category	4	**Conditional.** Required on expenditure transactions if **Reporting Category** on the Agency (AGC2) window is set to ***Required on Pre-Encumbrance Transactions [1], Required on Encumbrance Transactions [2],*** or ***Required on Expenditure Transactions [3]***. Required on revenue transactions if **Reporting Category Required on Revenue Transactions** on the Agency (AGC2) window is set to ***Yes [Y]***. Optional otherwise. Enter the seller reporting category for the specified deduction type and deduction plan. Refer to the Reporting Category (RPTG) window for valid values.
Object	4	**Conditional.** Required for type 4 vouchers. Not allowed otherwise. Enter the seller object for the specified deduction type and deduction plan. This object must have an Object Group of ***RE***. Refer to the Object Index (OBJT) window for valid values.

Sub-Object	2	**Optional.** Enter the seller sub-object for the specified deduction type and deduction plan. Refer to the Sub-Object (SOBJ) window for valid values.
Offset Receivable Account	4	**Conditional.** Must be blank on type 3 vouchers. Optional otherwise. Enter the seller offset receivable account for the specified deduction type and deduction plan. Refer to the Balance Sheet Account Index (BACC) window for valid values.
Balance Sheet Account	4	**Conditional.** Required for types 2 and 3 vouchers if the Seller Revenue Source is blank. Optional for type 4 vouchers. Not allowed otherwise. Enter the seller balance sheet account for the specified deduction type and deduction plan. Refer to the Balance Sheet Account Index (BACC) window for valid values.

Clearing Fund

Caution: If using clearing funds and want to offset accounts in all funds to clear automatically (including transfer of cash), a cash balance sheet account must be specified as the **JV OFFSET BS ACCT CD** on the Site Specific Parameters (SPAR) window.

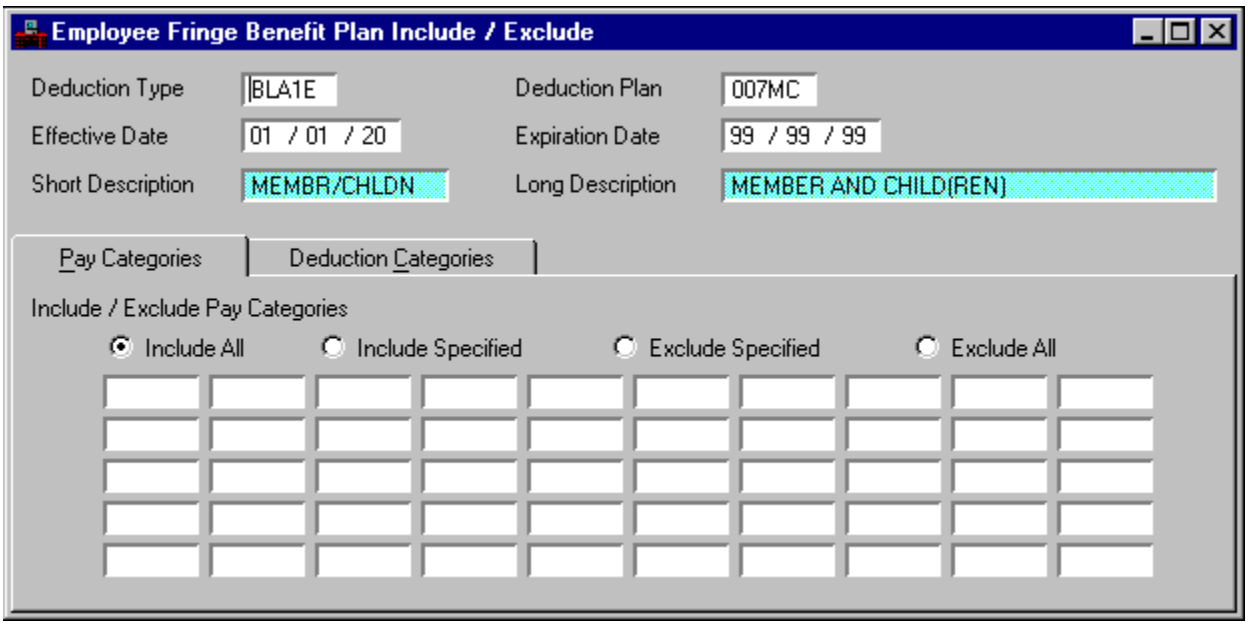
Field Name	Length	Definition
Use Clearing Fund	Radio Buttons	**Optional.** Select ***Yes [Y]*** to indicate a clearing fund should be used. Select ***No [N]*** to indicate an override clearing fund should not be used. Select ***Not Applicable [blank]*** to use the default value from the Site Specific Parameters (SPAR) parameter entry **CLEARING FUND DEFAULT OPTION**.
Override Clearing Fund	4	**Optional.** Indicate the override clearing fund to be used in place of the clearing fund entered on the Site Specific Parameters (SPAR) window. This value is only used if **USE CLEARING FUND** is ***Yes [Y]*** or if **USE CLEARING FUND** is ***Not Applicable [blank]*** and the **CLEARING FUND DEFAULT OPTION** parameter on the Site Specific Parameters (SPAR) window is set to ***Y***. Refer to the Fund Index (FUND) window for valid values.

Employee Fringe Benefit Plan Include/Exclude (BNP2)

Purpose

The Employee Fringe Benefit Plan Include/Exclude (BNP2) window defines what pay types and deduction types are included and excluded for the deduction plan listed.

BNP2 Coding Instructions



Field Name	Length	Definition
Deduction Type	5	**Required.** Enter the benefit type code for the payment and deduction inclusion information. Refer to the Employee Fringe Benefit Type (BENT) window for valid values.
Deduction Plan	5	**Required.** Enter the benefit plan code for the payment and deduction inclusion information. Refer to the Employee Fringe Benefit Plan (BENP) window for valid values.
Effective Date	6	**Required.** Enter the date the information becomes effective.
Expiration Date	6	**Optional.** Enter the last date the information is in effect. Default is***99/99/99***.
Short Description	Display Only	The short description of the benefit type and plan is displayed.
Long Description	Display Only	The long description of the benefit type and plan is displayed.

Include/Exclude Pay Categories	Radio Buttons	**Optional.** Select a value to indicate whether all pay categories will be included in this benefit plan during processing, all pay categories will be excluded from this benefit plan during processing, or if only specified pay categories will be included in or excluded from determining subject gross for this benefit during processing. Default is ***Include All [A]***. Valid values are: • ***Include All [A]*** • ***Include Specified [I]*** • ***Exclude Specified [E]*** • ***Exclude All [N]***
[No Label]	5	**Conditional.** Required if the **Include/Exclude Pay Categories** field is ***Include Specified [I]*** or ***Exclude Specified [E]***. Not allowed otherwise. Enter the appropriate pay category types that are to be included in or excluded from the calculation of this deduction. Refer to the Event Category (CATG) window for valid values.
Include/Exclude Deduction Categories	Radio Buttons	**Optional.** Select a value to indicate whether all deduction categories will be included in this benefit plan during processing, all deduction categories will be excluded from this benefit plan during processing, or if only specified deduction categories will be included in or excluded from determining subject gross for this deduction during processing. Default is ***Include All [A]***. Valid values are: • ***Include All [A]*** • ***Include Specified [I]*** • ***Exclude Specified [E]*** • ***Exclude All [N]***
[No Label]	5	**Conditional.** Required if the **Include/Exclude Deduction Categories** field is ***Include Specified [I]*** or ***Exclude Specified [E]***. Not allowed otherwise. Enter the appropriate deduction category types that are to be included in or

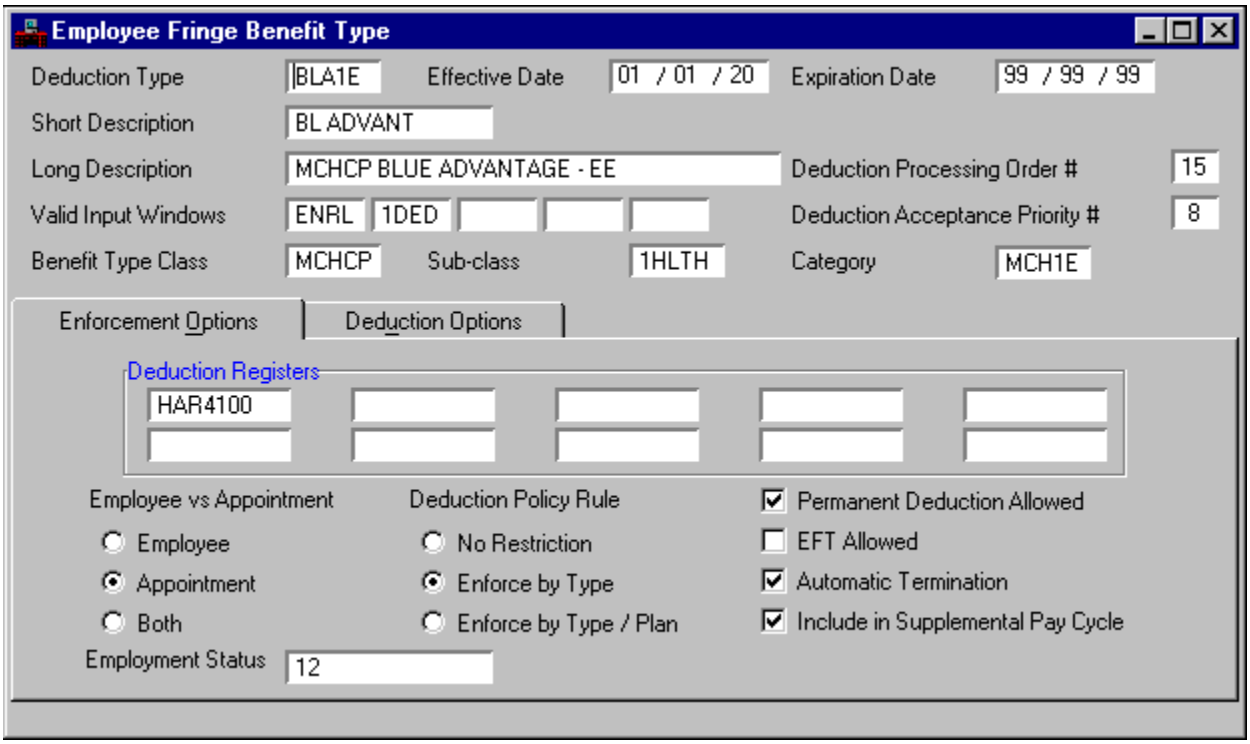
excluded from this deduction plan during processing. Refer to the Event Category (CATG) window for valid values.

Employee Fringe Benefit Type (BENT)

Purpose

The Employee Fringe Benefit Type (BENT) window defines employee deduction types that are considered to be employee fringe benefits. In order to distinguish between benefits and deductions, once defined, employee fringe benefit types can only be viewed on this window and not on the Deduction Type (DEDT) window. The reverse is also true: deduction types can only be viewed on the Deduction Type (DEDT) window and not on this window. In addition to the fields displayed on the Deduction Type (DEDT) window, two fields are displayed on this window that are specific to the Employee Benefit Subsystem: Benefit Type Class and Benefit Type Sub-Class.

BENT Coding Instructions



Field Name	Length	Definition

Deduction Type	5	**Required.** Enter the employee fringe benefit type code that is being added, changed, or expired.
Effective Date	6	**Required.** Enter the date the information becomes effective.
Expiration Date	6	**Required.** Enter the last date the information is in effect. Default is ***99/99/99***.
Short Description	12	**Required.** Enter a short description of the employee fringe benefit type code.
Long Description	30	**Optional.** Enter a long description of the employee fringe benefit type code. Default is the Short Description entry.
Deduction Processing Order #	2	**Required.** Enter a number to indicate the order in which this type of deduction should be processed. A deduction with a lower order number is calculated before a deduction with a higher order number. If this deduction should be included as a taxable fringe benefit for deductions (e.g., federal tax) it should have a lower number than the deductions to which it is subject for withholding. If this deduction should be excluded from such deductions as federal tax (e.g., deferred compensation) it should also have a lower order number than the deductions from which it should be excluded.
Valid Input Windows	4	**Required.** Enter the window identification of each benefit/deduction maintenance window (e.g., ENRL for Benefits Enrollment window) which can be used to establish this type of employer fringe benefit contribution. At least one window identification number must be specified. Between one and five window identification codes may be specified.
Deduction Acceptance Priority #	2	**Required.** Enter the number to indicate the order in which this deduction should be backed out if a negative net condition occurs. A deduction with a higher priority number is backed out before one with a lower priority number.
Benefit Type Class	5	**Required.** Enter the benefit type class code to indicate the highest level of aggregation for benefit programs. Refer to the Benefit Type Class (BTCL) window for valid values.

Sub-Class	5	**Optional.** Enter the benefit type sub-class code to indicate a level of aggregation within the benefit type class for benefit programs. Refer to the Benefit Type Sub-Class (BTSC) window for valid values.
Category	5	**Required.** Enter the category code where this benefit type falls. Refer to the Event Category (CATG) window for valid values.
Deduction Registers (1-10)	8	**Optional.** Enter the report identification number (up to ten) of the deduction register(s) that deductions of this type should be displayed on. For example, enter ***HAR4100*** for the Deduction Register report.
Employee vs Appointment	Radio Buttons	**Required.** Select a value to indicate whether a deduction of this type is specific to the employee (across all appointments) or to a particular appointment. Valid values are: • ***Employee [E]*** • ***Appointment [A]*** • ***Both [B]***
Employment Status	10	**Optional.** Enter up to ten Employment Status codes that are eligible for this type of deduction. Refer to the Employment Status (EMPS) window for valid values. If left blank, all Employment Status codes are eligible.
Deduction Policy Rule	Radio Buttons	**Required.** Select a value to indicate the deduction policy rule used to validate enrollments within this deduction type. Valid values are: • ***No Restriction [N]*** • ***Enforce by Type [T]*** ○ Deduction type must be in the Benefit Policy Type (BPLT) window for an employee's benefit policy. • ***Enforce by Type/Plan [P]***

		○ Both the deduction type and plan must be in the Benefit Policy Type (BPLT) window for an employee's benefit policy.
Permanent Deduction Allowed	Checkbox	**Required.** Select [***Y***] to indicate that this deduction type can be used for permanent deductions. Clear [***N***] if this deduction type can only be used for one-time deductions.
EFT Allowed	Checkbox	**Required.** Select [***Y***] to indicate that the proceeds of this deduction can be transferred electronically to the vendor. Clear [***N***] to indicate that the proceeds can only be transferred manually.
Automatic Termination	Checkbox	**Required.** Select [***Y***] to indicate that this deduction should automatically expire when another deduction of the same type is added for the employee. Clear [***N***] to indicate that the deduction should not expire automatically. For example, the user should expire the deduction via another deduction maintenance transaction.
Include in Supplemental Pay Cycle	Checkbox	**Required.** Select [***Y***] to indicate that this deduction can be taken during a supplemental pay cycle (other than for replacing a regular check). Clear [***N***] to indicate that it should not be taken during a supplemental pay cycle.
Deduction Goal	Radio Buttons	**Required.** Select a value to indicate whether a deduction of this type is goal oriented. Valid values are: • ***Not Goal Oriented [N]*** • ***Goal Oriented [G]*** ○ ***Stops when deduction goal is reached.*** • ***Cyclical Goal Oriented [C]*** ○ Restarts when deduction goal is reached.
Federal/State Marital Status	Radio Buttons	**Optional.** Select a value to indicate whether the deduction has a tax marital status associated with it. Valid values are: • ***No Associated Status [blank]***

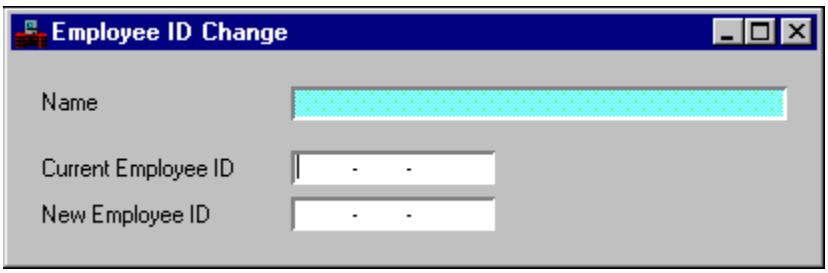
		• ***Federal [F]*** • ***State and Local [S]***
Deduction Class	Radio Buttons	**Required.** Select a value to indicate the processing classification of this deduction type. Valid values are: • ***Use Marginal Tax Tables [T]*** • ***FICA Deduction [F]*** • ***Use Alternate Rate Tables [A]*** • ***No Special Processing [D]***
Goal Type	Radio Buttons	**Conditional.** Required if this type of deduction is goal oriented. Select a value to indicate the type of goal. Valid values are: • ***Not Applicable [blank]*** • ***Dollar Amount [D]*** • ***Installments [I]***
Recycle Deduction	Checkbox	**Required.** Select [***Y***] to indicate that the deduction should be recycled in a subsequent pay cycle if it was rejected due to a negative net condition. Clear [***N***] if it should not be recycled.
Partial Deduction Report	Checkbox	**Required.** Select [***Y***] to indicate that this deduction should be reported on the "Deduction Processing Exceptions Report" if the deduction cannot be taken or is only partially taken. Clear [***N***] to indicate that this deduction should not be reported when this deduction is not fully taken.
Take Partial Deduction	Checkbox	**Required.** Select [***Y***] to indicate that a partial deduction can be taken if taking the entire deduction would result in a negative net condition. Clear [***N***] to indicate that a partial deduction should not be taken.

Employee ID Change (EIDC)

Purpose

The Employee ID Change (EIDC) window is used to record any changes to an employee's identification number, which is the employee's social security number. The system changes the employee's identification number and social security number on every existing record.

EIDC Coding Instructions



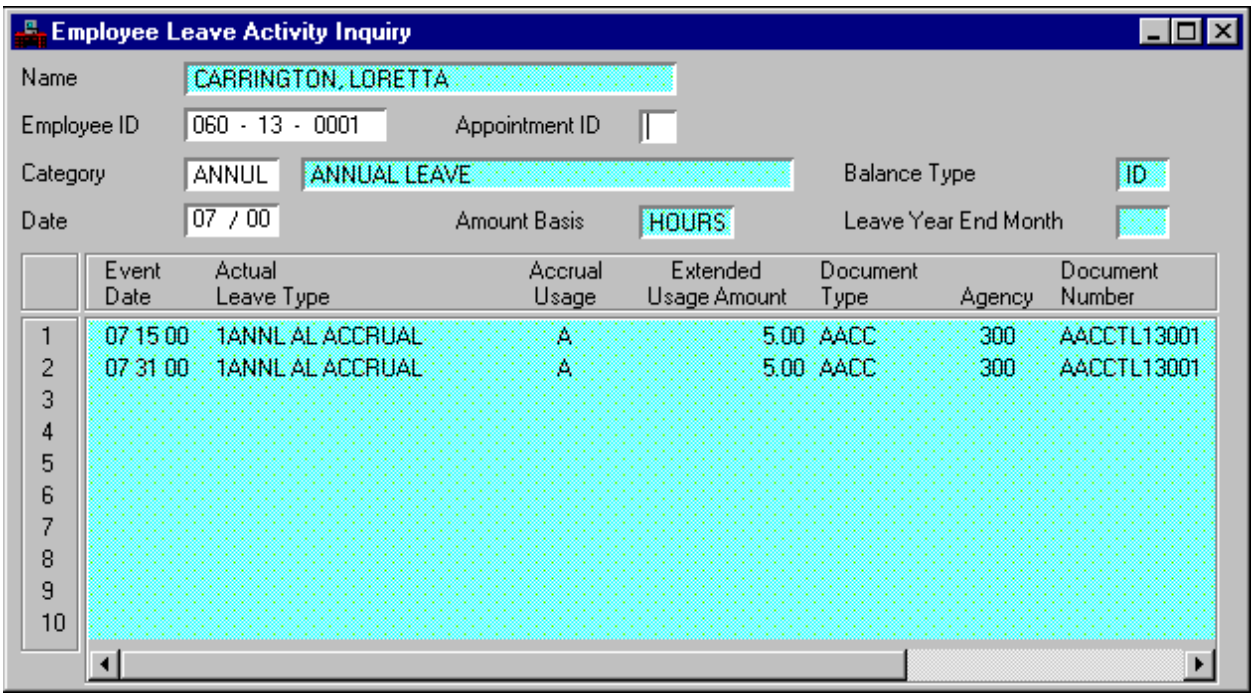
Field Name	Length	Definition
Name	Display Only	Displays the employee's full name (last name, first name, and middle initial).
Current Employee ID	10	**Required.** Enter the employee's existing social security number.
New Employee ID	10	**Required.** Enter the employee's new or changed social security number.

Employee Leave Activity (QLDT)

Purpose

The Employee Leave Activity Inquiry (QLDT) window provides detailed leave activity for each leave event within a specified leave category. This window displays a description of the leave category, the amount basis, the leave year-end month, and a detailed activity for each leave event. This window also identifies the document on which the leave event was submitted and the date it was processed. Selection Criteria include Employee ID, Appointment ID, Category and Date.

QLDT Coding Instructions



Field Name	Length	Definition
Name	Display Only	Displays the employee's full name (last name, first name, and middle initial).
Employee ID	10	**Required.** Enter the employee's social security number.
Appointment ID	1	**Optional.** If the employee holds more than one appointment, enter the appropriate appointment identification number for the employee. If this field is blank, the employee data pertains to the employee's primary appointment.
Category (1-2)	5	**Required.** Enter a leave category code to display its balance. Valid values are located on the Event Category (CATG) window. The leave category description is displayed.
Date	4	**Optional.** Default is the current date. Enter a date in *mm/yy* format to display data pertaining to a specific date.
Amount Basis	Display Only	Displays the amount basis (e.g., hours, days, weeks, etc.) by which the employee accrues leave.
Leave Year End Month	Display Only	Displays the month the leave year ends.

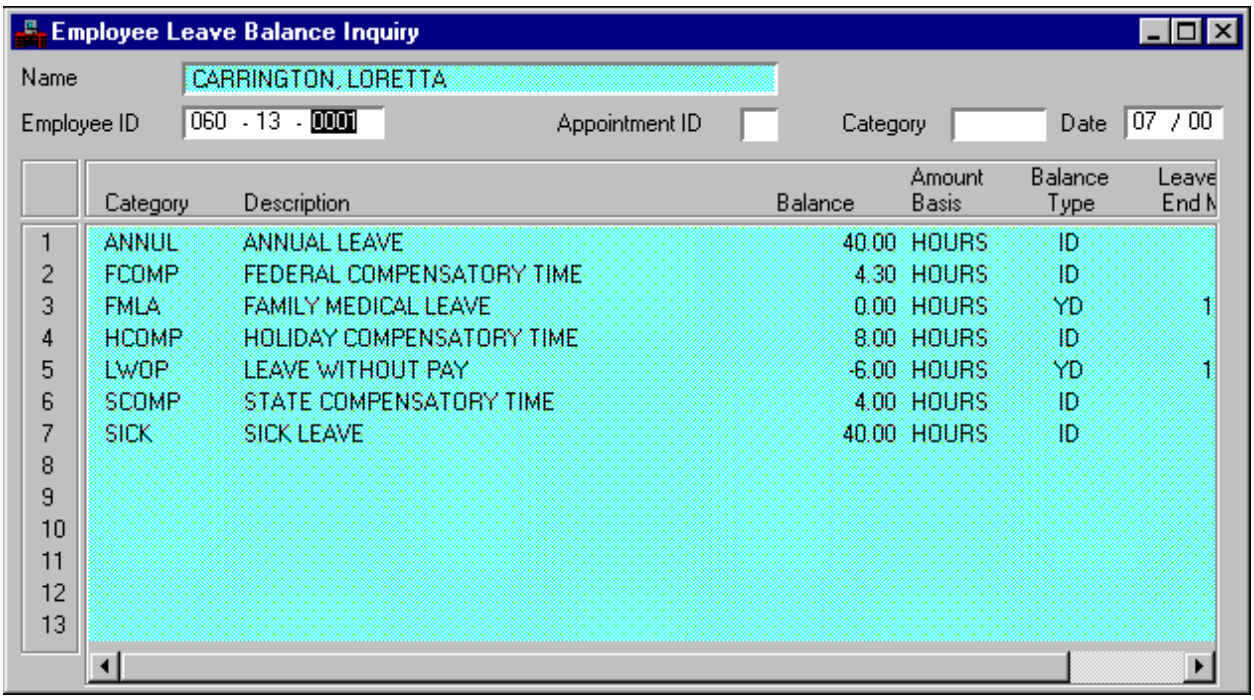
Event Date	Display Only	Displays the date that leave was accrued or used.
Actual Leave Type	Display Only	Displays the actual leave event that was accrued or used.
Accrual Usage	Display Only	Displays whether the leave event is A (accrual) or U (usage).
Extended Usage Amount	Display Only	Displays the amount of accrued leave that was used by the employee.
Document Type	Display Only	Displays the document type on which the leave event was submitted.
Agency	Display Only	Displays the agency (i.e., operating entity) under which the document was submitted.
Document Number	Display Only	Displays the document number that was used to submit the leave event.
Process Date	Display Only	Displays the date the document was processed.
Original Leave Type	Display Only	Displays the original leave type, if any, the employee used. Original and actual leave type differs when leave has been substituted.

Employee Leave Balance Inquiry (QLBL)

Purpose

No help files available.

QLBL Coding Instructions



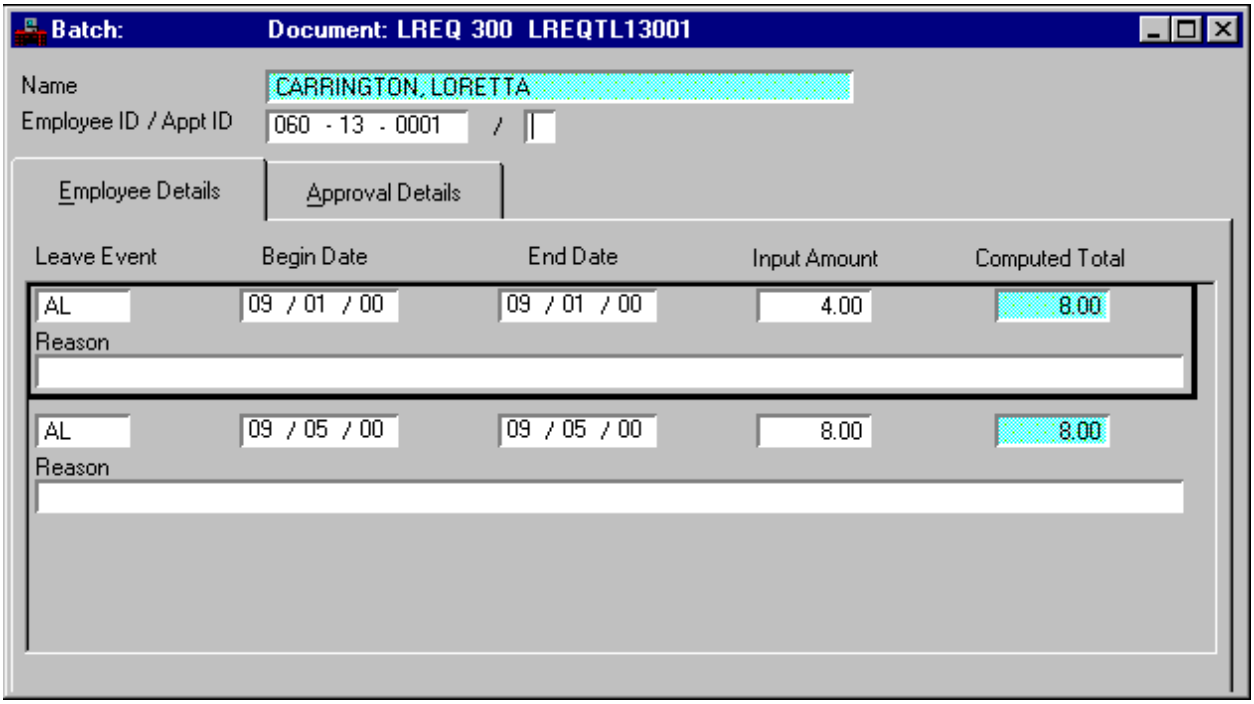
Field Name	Length	Definition
Name	Display Only	
Employee ID	10	
Appointment ID	1	
Category	5	
Date	4	
Category	Display Only	
Description	Display Only	
Balance	Display Only	
Amount Basis	Display Only	
Balance Type	Display Only	
Leave Year End Month	Display Only	

Employee Leave Request Document (LREQ)

Purpose

The Employee Leave Request Document (LREQ) window allows employees to electronically submit leave requests.

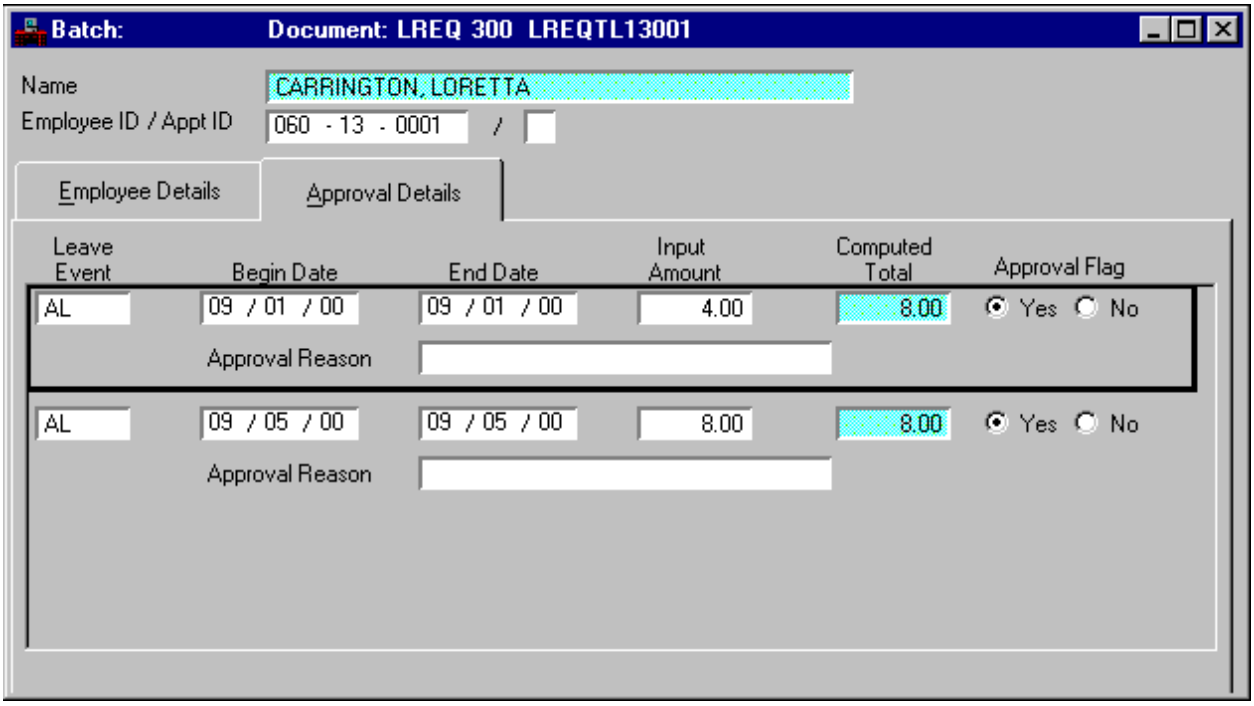
LREQ Coding Instructions



Field Name	Length	Definition
Name	Display Only	The employee's full name (last name, first name, and middle initial) is displayed once the user updates LREQ.
Employee ID	10	**Requires Input.** Enter the employee's identification (SSN) number.
Appointment ID	1	**Input Optional.** This field requires input only if the employee is working in multiple positions concurrently. If processing a primary appointment, lave this field blank. If processing a secondary appointment, a character must be entered.
Employee Details		
Leave Event	5	**Requires Input.** Enter the appropriate leave usage event code. Refer to the Event Type (EVNT) window for valid codes. Only usage

		leave events are allowed in the LREQ document. If an event type that is not a leave usage event is entered, an error message will be issued when the user tries to update LREQ.
Begin Date	6	**Requires Input.** Enter the date on which the leave will start. The date entered must be a workday that is on the Work Day Schedule Table (WDAY). For example, if an employee enters time for 07/01/00 and 07/02/00, the system will verify that 07/01/00 and 07/02/00 are indeed workdays based upon the employee's work schedule. If the Begin Date is not a workday on WDAY, an error will be issued when the user tries to update LREQ.
End Date	6	**Input Optional.** Enter the date on which the leave ends. If left blank, the End Date will default to the Begin Date.
Input Amount	10	**Requires Input.** Enter the leave amount in hours, days, or weeks. The Leave Input Units field on the EVNT window defines how amounts are measured for each event value. If an amount is negative, enter a minus (-) sign in the first character of the field. If the input amount is in time, the entry must be in hours and minutes and the incremental amount must be 0.15. All input amounts must be in increments of 15 minutes (e.g. 1.15 for 1¼ hour; 1.30 for 1½ hour; and 1.45 for 1¾ hour). A value of 1.20 or 1.43 is not valid. The input amount may not be negative if a prior request for the same day has not already been processed. A negative amount may be entered if the user is adjusting a previous leave request. The user cannot request a leave amount that is greater than his/her standard daily work hours (defined by his/her pay class) for one workday. He/she may request a leave amount that is equal or less than his/her standard daily work hours. Once a leave request amount is equal to the standard daily hours, the user may only enter another leave request for the same day, if the input is negative. Likewise, if a leave request spans more than one day, the input amount must be a multiple of the employee's standard daily work hours. For example, if a user's standard daily work hours are 8 hours per day, and this user is requesting leave for 3 days, the input amount must be 24 hours.

		A user may enter partial leave on one day, if the Begin Date and End Date for the vent is the same date. For example, if a user would like to take 4 hours off on 7/01/00 and 2 days off for 7/02/00 and 7/03/00, the leave request would have 2 separate document lines. On the first line, the user would enter the Begin and End Date as 7/01/00 and the Input Amount and 4. On the second line, the user would enter the Begin Date as 7/02/00, the End Date as 7/03/00, and the Input Amount as 16 (assuming the employee's work schedule is set up for 8-hour workdays).
Computed Total	Display Only	This field displays the system-generated total. This field must equal the document input amount.
Reason	79	**Input Optional.** Enter the reason why the employee is taking the specified leave.



Field Name Length Definition

Approval Details – *The following fields from the Employee Details Panel will be displayed in the Approval Details Panel: Leave Event, Begin Date, End Date, Input Amount, and Computed Total. The supervisor may change these fields if the employee who requests a leave entered wrong information. The communication must take place between the*

supervisor and the employee. Any changes to these fields will be reflected on the Employee Details Panel.

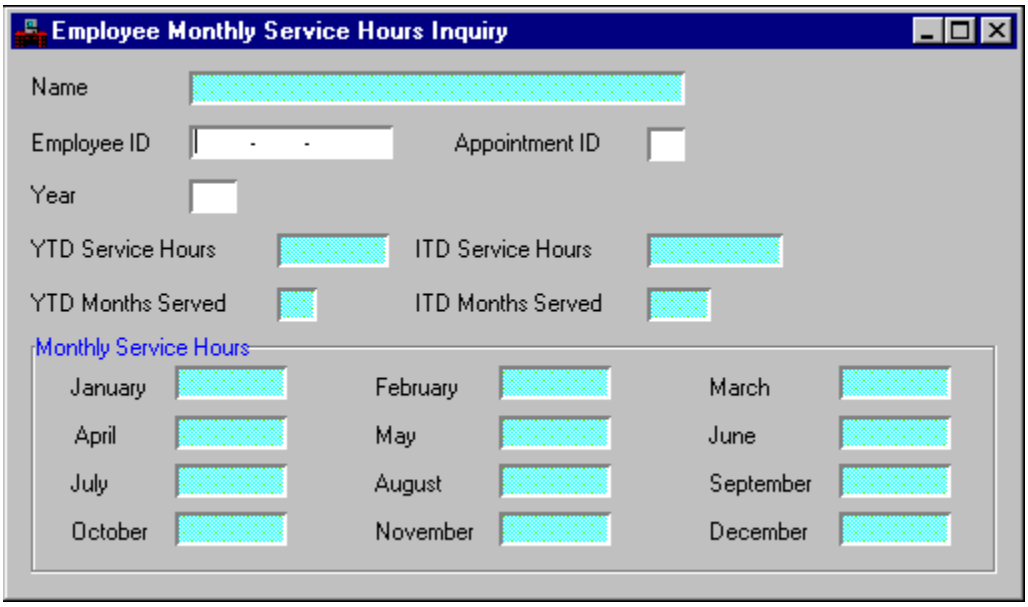
Leave Event	5	**Input Optional.** The field is inferred from the Leave Event field entered on the Employee Details panel. The supervisor may change this field if the employee who requests a leave entered the wrong Leave Event Type.
Begin Date	6	**Input Optional.** This field is inferred from the Begin Date field entered on the Employee Details panel. The supervisor may change this field if the employee who requests a leave entered the wrong date.
End Date	6	**Input Optional.** This field is inferred from the End Date field entered on the Employee Details panel. The supervisor may change this field if the employee who requests a leave entered the wrong date.
Input Amount	10	**Input Optional.** This field is inferred from the Input Amount field entered on the Employee Details panel. The supervisor may change this field if the employee who requests a leave entered the wrong amount.
Computed Total	…	**Input Optional.** The employee's standard daily work hours defined by their pay class is displayed.
Approval Flag	…	**Requires Input.** The approver must select the "Yes" radio button to approve the leave request and select the "N" radio button to decline the leave request.
Approval Reason	25	**Requires Input.** The approver must specify the reason why the leave event was approved or was not approved.

Employee Monthly Service Hours Inquiry (QSVM)

Purpose

The Employee Monthly Service Hours (QSVM) inquiry is used to display all accumulated monthly service hours, year-to-date service hours, and inception-to-date service hours which were entered on the Event (EVNT) window with an "Include in Service Hours" flag selected [Y]. Selection Criteria include Employee ID, Appointment ID and Year.

QSVM Coding Instructions



Field Name	Length	Definition
Name	Display Only	Displays the employee's full name (last name, first name, and middle initial).
Employee ID	10	**Required.** Enter the employee's social security number.
Appointment ID	1	**Optional.** Leave blank to display information on the employee's primary appointment. Enter the appointment ID for information on a secondary appointment. Enter an asterisk (*) to display information on all appointments.
Year	2	**Optional.** Default is the current year. Enter a year to display data pertaining to that specific year.
YTD Service Hours	Display Only	Displays the employee's total service hours for the year.
ITD Service Hours	Display Only	Displays the employee's total service hours.
YTD Months Served	Display Only	Displays the total number of months the employee has served for the year.

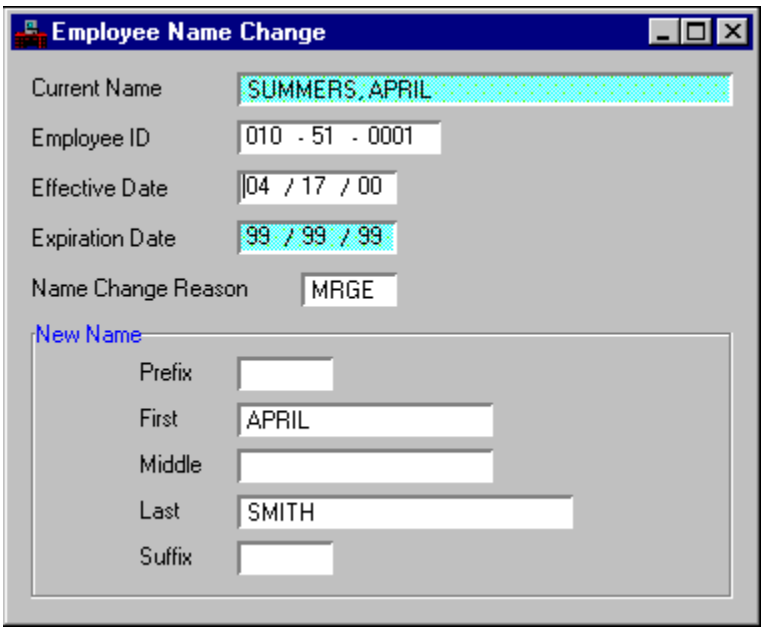
ITD Months Served	Display Only	Displays the total number of months the employee has served in the appointment.
January	Display Only	Displays the total number of hours the employee served in January for the given year.
February	Display Only	Displays the total number of hours the employee served in February for the given year.
March	Display Only	Displays the total number of hours the employee served in March for the given year.
April	Display Only	Displays the total number of hours the employee served in April for the given year.
May	Display Only	Displays the total number of hours the employee served in May for the given year.
June	Display Only	Displays the total number of hours the employee served in June for the given year.
July	Display Only	Displays the total number of hours the employee served in July for the given year.
August	Display Only	Displays the total number of hours the employee served in August for the given year.
September	Display Only	Displays the total number of hours the employee served in September for the given year.
October	Display Only	Displays the total number of hours the employee served in October for the given year.
November	Display Only	Displays the total number of hours the employee served in November for the given year.
December	Display Only	Displays the total number of hours the employee served in December for the given year.

Employee Name Change (ENCH)

Purpose

The Employee Name Change (ENCH) window is used to record and view changes to an employee's name. The system changes the employee's name on every existing record.

ENCH Coding Instructions



Field Name	Length	Definition
Current Name	Display Only	Displays the employee's existing full name (last name, first name, and middle initial).
Employee ID	10	**Required.** Enter the employee's social security number.
Effective Date	6	**Required.** Enter today's date (mm/dd/yy) as the date that the new name is effective. Using a past date in this field is also acceptable; however, a future date is not.
Expiration Date	Display Only	Displays the last date (*mm/dd/yy*) the existing name is in effect.
Name Change Reason	5	**Optional.** Leave blank, or enter the name change reason code. Valid values are located on the Name Change Reason (NMCR) window.
Prefix	5	**Optional.** Leave blank, or enter the employee's new name prefix. Valid values are located on the Name Prefix (PREX) window.

First	15	**Required.** Enter the employee's new first name.
Middle	15	**Optional.** Leave blank, or enter the employee's new middle name or initial.
Last	20	**Required.** Enter the employee's new last name.
Suffix	5	**Optional.** Leave blank, or enter the employee's new name suffix. Valid values are located on the Name Suffix (SUFX) window.

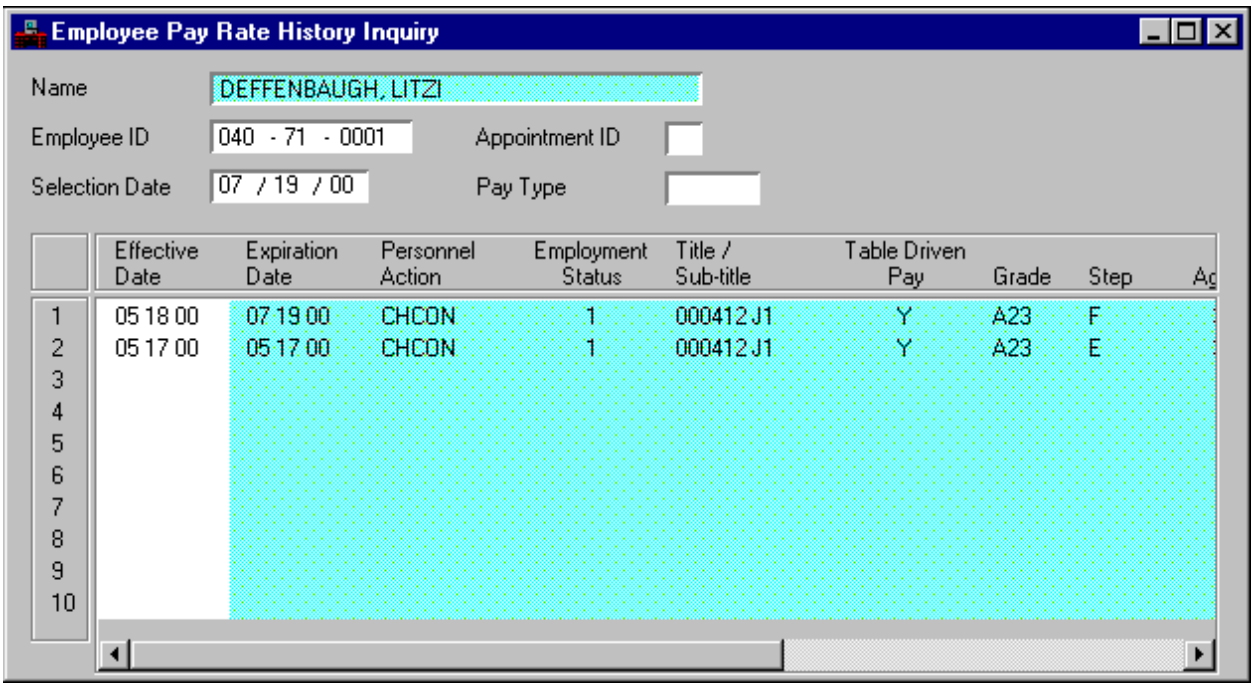
Employee Pay Rate History Inquiry (QRTE)

Purpose

The Employee Pay Rate History Inquiry (QRTE) window displays detailed pay rate information for an employee. This window can also be used to scan an employee's pay progression. Selection Criteria include Employee ID, Appointment ID, Selection Date and Pay Type.

Note: When you scan on base pay, asterisks appear in the pay rate field for those date ranges in which a pay rate cannot be found. When you scan on non-base pay, lines with date ranges for which no pay rate can be found are not displayed.

QRTE Coding Instructions



Field Name	Length	Definition
Name	Display Only	Displays the employee's full name (last name, first name, and middle initial).
Employee ID	10	**Required.** Enter the employee's social security number.
Appointment ID	1	**Optional.** Leave blank to display information on the employee's primary appointment. Enter the appointment ID for information on a secondary appointment. Enter an asterisk (*) to display information on all appointments.
Selection Date	6	**Optional.** Displays the current date; however, you may enter a date to retrieve information for that specific day.
Pay Type	5	**Optional.** If blank, only rates for base pay type are displayed. You can enter a specific pay type to see the information for the current year or a specified year. The type of pay the employee received on the given date is displayed. Valid values are located on the Event Type (EVNT) window.
Effective Date	6	Displays the date data became effective; however, you may enter a date to retrieve information specific to that date.

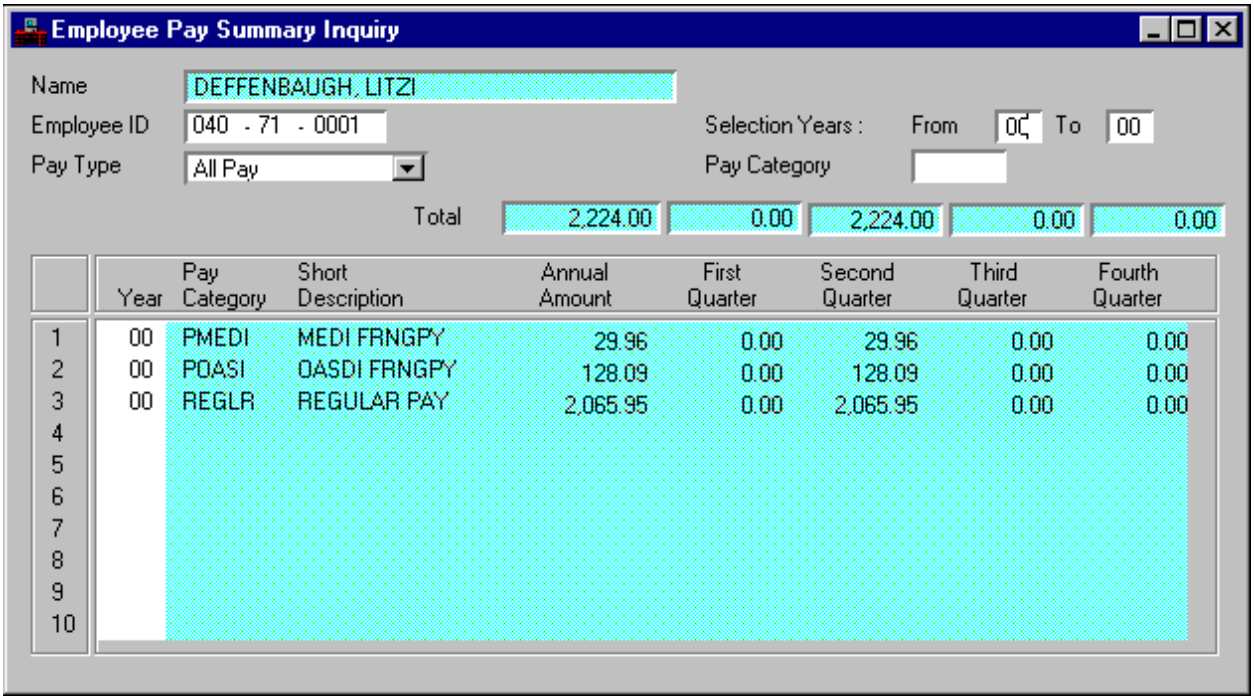
Expiration Date	Display Only	Displays the date data expires.
Personnel Action	Display Only	Displays the personnel action performed on the employee.
Employment Status	Display Only	Displays the employee's employment status.
Title/Sub-Title	Display Only	Displays the employee's title and sub-title, if applicable.
Table-Driven Pay	Display Only	Indicates if the employee's base pay is table driven.
Grade	Display Only	Displays the employee's pay grade.
Step	Display Only	Displays the employee's step.
Agency	Display Only	Displays the agency the employee reports to.
Organization	Display Only	Displays the organization the employee reports to.
Amount Basis	Display Only	Displays the amount basis the employee is paid by. The basis can be annually, hourly, daily, or by pay period.
Pay Rate	Display Only	Displays the pay rate for this event. If no pay rate can be found for the employee, asterisks are displayed for base pay.
Component Pay Type	Display Only	Displays the component pay type associated with this pay event.

Employee Pay Summary Inquiry (QPSM)

Purpose

The Employee Pay Summary Inquiry (QPSM) window is used to look up an employee's wages during a specified time period. This inquiry displays an employee's earnings for a calendar year as well as the breakdown of earnings by quarter. It is available for one or all of an employee's pay categories for multiple years, with the most recent year displayed first. Selection Criteria include Employee ID, Selection Years (From and To), Type and Pay Category.

QPSM Coding Instructions



Field Name	Length	Definition
Name	Display Only	Displays the employee's full name (last name, first name, and middle initial).
Employee ID	10	**Required.** Enter the employee's social security number.
Selection Years From	2	**Optional.** Default is the current year. You can enter a year in (yy) format to start the display at a specific year.
Selection Years To	2	**Optional.** Default is the From year entry. You can enter a year in (yy) format to end the display at a specific year. You can only enter a value in this field if a value was entered in the From field.

Pay Type	Dropdown Menu	**Conditional.** If Pay Category is entered, this field must be left No Selection. Otherwise, this field defaults to All Pay. You can enter a specific pay category type to view pay summaries for that type. Valid values are: All Pay (all pay summaries regardless of category), Reimbursable Pay (reimbursable expenditure categories), Fringe Pay (fringe categories) Non-fringe Pay (non-fringe pay or FLSA categories) and No Selection.
Pay Category	5	**Conditional.** If Pay Type is entered, this field must be blank. Optional otherwise. You can enter a specific pay category to see the deductions for the current year or a specified year. Valid values are located on the Event Category (CATG) window. The code indicating the category of the employee's pay is displayed. If blank, all pay categories are displayed.
Total	Display Only	The total amount of pay the employee earned over the selected years is displayed. This total is broken down into five amounts: total annual amount, total amount for the first quarter, total amount for the second quarter, total amount for the third quarter, and total amount for the fourth quarter. These totals represent the grand totals of all of the selected pay summary records, even if the pay summaries displayed are from multiple years. Therefore, each quarterly total represents the total amount the employee earned in that quarter over the selected years. The total annual amount is a sum of all four quarterly totals.
Year	2	Displays the year the following pay category was paid.
Pay Category	Display Only	**Conditional.** If Pay Type is entered, this field must be blank. Optional otherwise. You can enter a specific pay category to see the deductions for the current year or a specified year. Valid values are located on the Event Category (CATG) window. The code indicating the category of the employee's pay is displayed. If blank, all pay categories are displayed.
Short Description	Display Only	Displays the pay category code.
Annual Amount	Display Only	Displays the total annual amount of the pay category for the year. If the current year is displayed the total is the pay total-to-date.

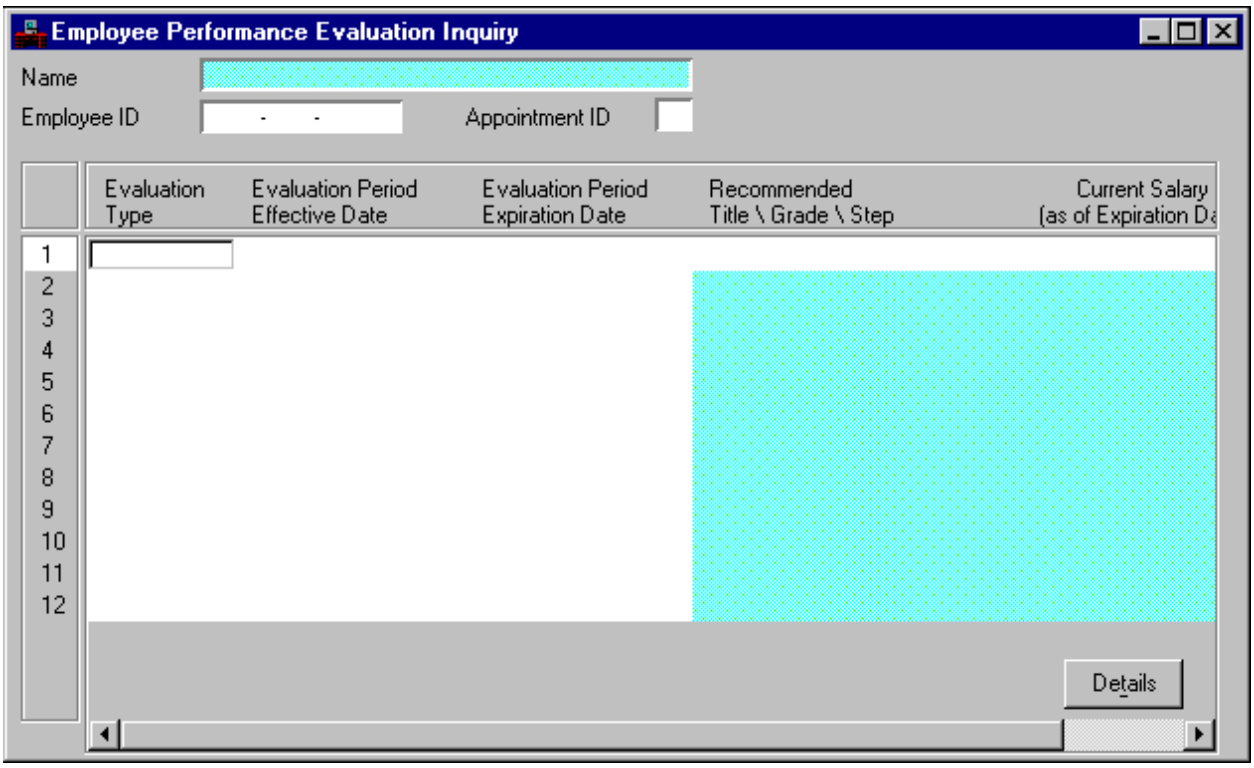
First Quarter	Display Only	Displays the total accrued pay in the first quarter (the first three months) of the year.
Second Quarter	Display Only	Displays the total accrued pay in the second quarter of the year.
Third Quarter	Display Only	Displays the total accrued pay in the third quarter of the year.
Fourth Quarter	Display Only	Displays the total accrued pay in the fourth quarter (the last three months) of the year.

Employee Performance Evaluation Inquiry (QEVS)

Purpose

The Employee Performance Evaluation Inquiry (QEVS) is used to view a list of all of the performance evaluations associated with a particular employee. The Details button retrieves the Employee Performance Evaluation (EPEV) window. Selection Criteria include Employee ID, Appointment ID, Evaluation Type, Evaluation Period Effective Date and Evaluation Period Expiration Date.

QEVS Coding Instructions



Field Name	Length	Definition
Name	Display Only	Displays the employee's full name (last name, first name, and middle initial).
Employee ID	10	**Required.** Enter the employee's social security number.
Appointment ID	1	**Optional.** Leave blank to display information on the employee's primary appointment. Enter the appointment ID for information on a secondary appointment. Enter an asterisk (*) to display information on all appointments.
Evaluation Type	5	**Optional.** You can enter an evaluation type to begin the display at a particular point. The type of evaluation of the employee's performance is displayed.
Evaluation Period Effective Date	6	**Optional.** The evaluation period's effective date can be used to specify the date range for a historical scan. The date of the beginning of the evaluation period is displayed.

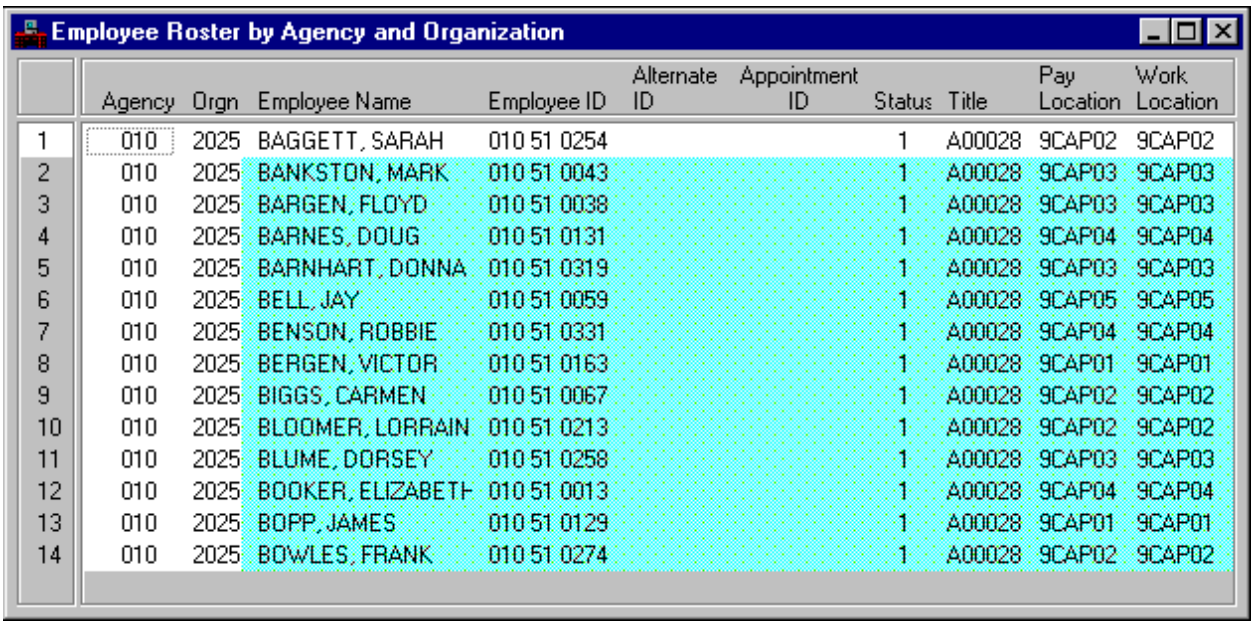
Evaluation Period Expiration Date	6	**Optional.** The evaluation period's expiration date can be used to specify the date range for a historical scan. The end of the evaluation period is displayed.
Recommended Title/Grade/Step	Display Only	Displays the recommended title, grade, or step increase for the employee.
Current Salary (as of Expiration Date)	Display Only	Displays the employee's current salary is displayed.

Employee Roster By Agency And Organization (QXR6)

Purpose

The Employee Roster by Agency and Organization (QXR6) window is used to display a list of all employees and basic information for each employee sorted by agency and organization. Enter a specific agency and organization to begin the list of employees at a particular agency and organization. Selection Criteria are Agency and Organization.

QXR6 Coding Instructions



	Agency	Orgn	Employee Name	Employee ID	Alternate ID	Appointment ID	Status	Title	Pay Location	Work Location
1	010	2025	BAGGETT, SARAH	010 51 0254			1	A00028	9CAP02	9CAP02
2	010	2025	BANKSTON, MARK	010 51 0043			1	A00028	9CAP03	9CAP03
3	010	2025	BARGEN, FLOYD	010 51 0038			1	A00028	9CAP03	9CAP03
4	010	2025	BARNES, DOUG	010 51 0131			1	A00028	9CAP04	9CAP04
5	010	2025	BARNHART, DONNA	010 51 0319			1	A00028	9CAP03	9CAP03
6	010	2025	BELL, JAY	010 51 0059			1	A00028	9CAP05	9CAP05
7	010	2025	BENSON, ROBBIE	010 51 0331			1	A00028	9CAP04	9CAP04
8	010	2025	BERGEN, VICTOR	010 51 0163			1	A00028	9CAP01	9CAP01
9	010	2025	BIGGS, CARMEN	010 51 0067			1	A00028	9CAP02	9CAP02
10	010	2025	BLOOMER, LORRAIN	010 51 0213			1	A00028	9CAP02	9CAP02
11	010	2025	BLUME, DORSEY	010 51 0258			1	A00028	9CAP03	9CAP03
12	010	2025	BOOKER, ELIZABETH	010 51 0013			1	A00028	9CAP04	9CAP04
13	010	2025	BOPP, JAMES	010 51 0129			1	A00028	9CAP01	9CAP01
14	010	2025	BOWLES, FRANK	010 51 0274			1	A00028	9CAP02	9CAP02

Field Name Length Definition

Agency	3	**Optional.** Displays the agency; however, based on the security levels established, an agency can be entered to access information for employees in that specific agency.
Orgn	4	**Optional.** Displays the organization; however, based on the security levels established, an organization can be entered to access information for employees in that specific organization.
Employee Name	Display Only	Displays the employee's full name (last name, first name, and middle initial).
Employee ID	Display Only	Displays the employee's social security number.
Alternate ID	Display Only	Displays the employee's alternate ID, if any.
Appointment ID	Display Only	If this field is blank, the employee data pertains to the employee's primary appointment; however if this field contains an ID, data pertains to the identified secondary appointment.
Status	Display Only	Displays the employee's employment status.
Title	Display Only	Displays the employee's title.
Pay Location	Display Only	Displays the employee's pay location.
Work Location	Display Only	Displays the employee's work location.

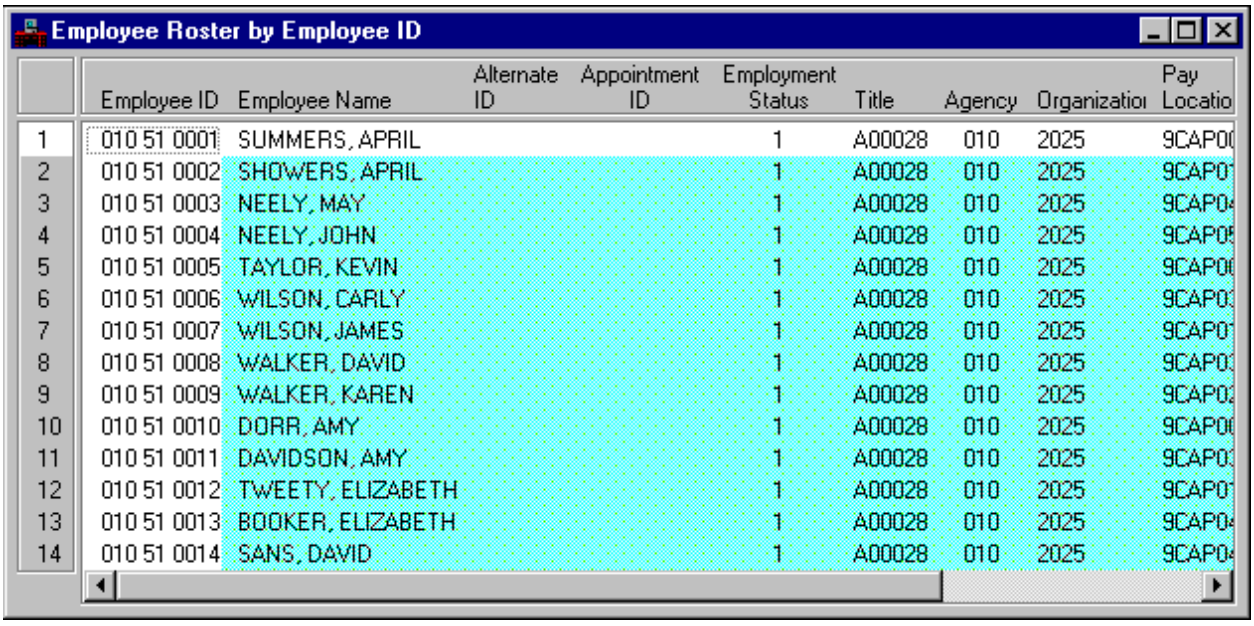
Employee Roster By Employee ID (QXR2)

Purpose

The Employee Roster by Employee ID (QXR2) window is used to display a list of all employees and basic information for each employee sorted by employee ID (social security

number). An employee's ID can be entered to begin the list at a specific employee. Employee ID is the Selection Criteria.

QXR2 Coding Instructions



	Employee ID	Employee Name	Alternate ID	Appointment ID	Employment Status	Title	Agency	Organizatio	Pay Locatio
1	010 51 0001	SUMMERS, APRIL			1	A00028	010	2025	9CAP0(
2	010 51 0002	SHOWERS, APRIL			1	A00028	010	2025	9CAP0
3	010 51 0003	NEELY, MAY			1	A00028	010	2025	9CAP0
4	010 51 0004	NEELY, JOHN			1	A00028	010	2025	9CAP0
5	010 51 0005	TAYLOR, KEVIN			1	A00028	010	2025	9CAP0(
6	010 51 0006	WILSON, CARLY			1	A00028	010	2025	9CAP0
7	010 51 0007	WILSON, JAMES			1	A00028	010	2025	9CAP0
8	010 51 0008	WALKER, DAVID			1	A00028	010	2025	9CAP0
9	010 51 0009	WALKER, KAREN			1	A00028	010	2025	9CAP0
10	010 51 0010	DORR, AMY			1	A00028	010	2025	9CAP0(
11	010 51 0011	DAVIDSON, AMY			1	A00028	010	2025	9CAP0
12	010 51 0012	TWEETY, ELIZABETH			1	A00028	010	2025	9CAP0
13	010 51 0013	BOOKER, ELIZABETH			1	A00028	010	2025	9CAP0
14	010 51 0014	SANS, DAVID			1	A00028	010	2025	9CAP0

Field Name	Length	Definition
Employee ID	10	**Optional.** Displays the employee's social security number. The social security number can be entered to access information specific to a particular employee.
Employee Name	Display Only	Displays the employee's full name (last name, first name, and middle initial).
Alternate ID	Display Only	Displays the employee's alternate ID, if any.
Appointment ID	Display Only	If this field is blank, the employee data pertains to the employee's primary appointment; however if this field contains an ID, data pertains to the identified secondary appointment.
Employment Status	Display Only	Displays the employee's employment status.
Title	Display Only	Displays the employee's title.

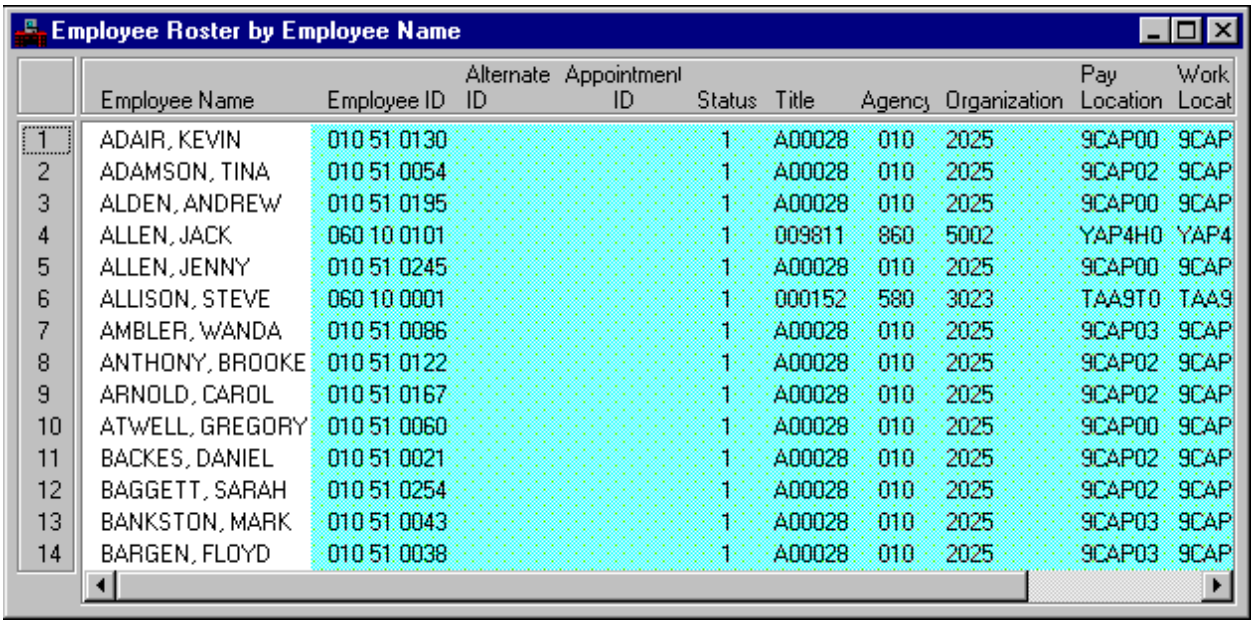
Agency	Display Only	Displays the agency (i.e., operating entity)to which the employee reports.
Organization	Display Only	Displays the organization to which the employee reports.
Pay Location	Display Only	Displays the location where the employee's paycheck is delivered.
Work Location	Display Only	Displays the location where the employee works.

Employee Roster By Employee Name (QXRF)

Purpose

The Employee Roster By Employee Name (QXRF) window is used to display a list of all employees and basic information for each employee sorted by employee name. You can enter an employee's name to begin the list at a specific employee. Employee Name is the Selection Criteria.

QXRF Coding Instructions



Field Name Length Definition

Employee Name	23	**Optional.** Displays the employee's full name (last name, first name, and middle initial). An employee's name can be entered to access a specific employee's information.
Employee ID	Display Only	Displays the employee's social security number.
Alternate ID	Display Only	Displays the employee's alternate ID, if any.
Appointment ID	Display Only	If this field is blank, the employee data pertains to the employee's primary appointment; however if this field contains an ID, data pertains to the identified secondary appointment.
Status	Display Only	Displays the employee's employment status.
Title	Display Only	Displays the employee's title.
Agency	Display Only	Displays the agency (i.e., operating entity) to which the employee reports.
Organization	Display Only	Displays the organization to which the employee reports.
Pay Location	Display Only	Displays the location where the employee's paycheck is delivered.
Work Location	Display Only	Displays the location where the employee works.

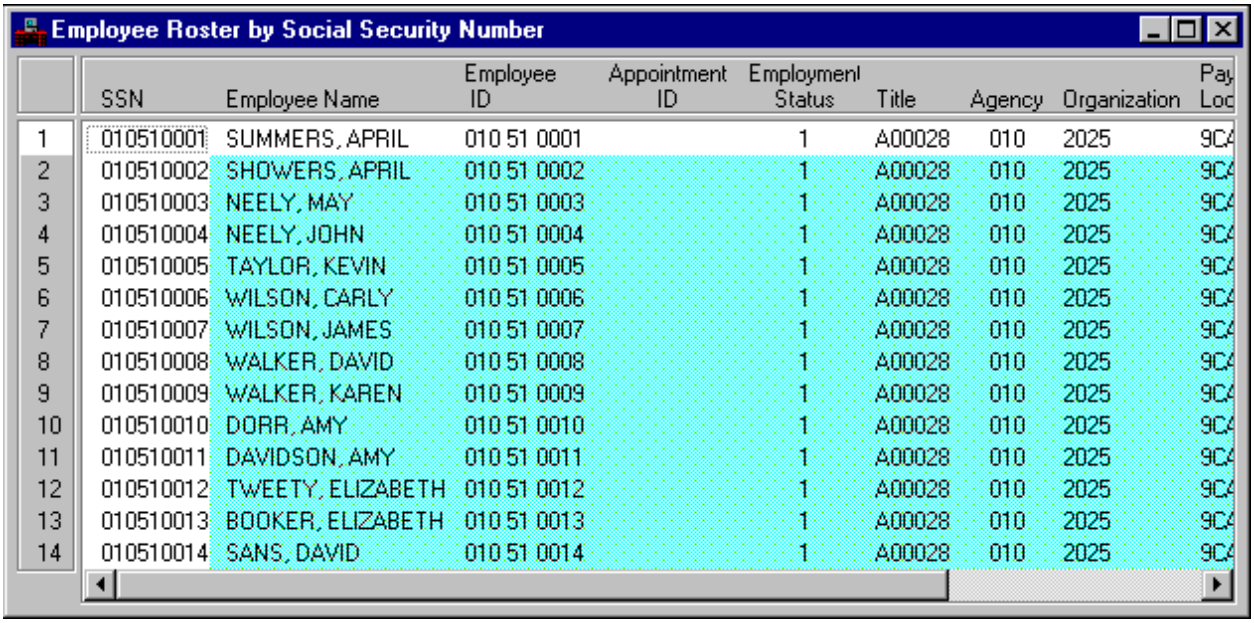
Employee Roster By Employee Social Security Number (QXR4)

Purpose

The Employee Roster By Employee Social Security Number (QXR4) window is used to display a list of all employees and basic information for each employee sorted by Social Security Number. You can enter an employee's social security number to begin the list at a specific employee. Since the EMP ID IS SSN parameter on the Site Specific Parameters

(SPAR) window is set to Y, the employee's social security number and employee ID are the same. If there is no entry, a listing of all social security numbers is displayed. Note: Employees without a Social Security Number assigned will not be displayed on this roster. The employee's social security number is the selection criteria.

QXR4 Coding Instructions



	SSN	Employee Name	Employee ID	Appointment ID	Employment Status	Title	Agency	Organization	Pay Loc
1	010510001	SUMMERS, APRIL	010 51 0001		1	A00028	010	2025	9C4
2	010510002	SHOWERS, APRIL	010 51 0002		1	A00028	010	2025	9C4
3	010510003	NEELY, MAY	010 51 0003		1	A00028	010	2025	9C4
4	010510004	NEELY, JOHN	010 51 0004		1	A00028	010	2025	9C4
5	010510005	TAYLOR, KEVIN	010 51 0005		1	A00028	010	2025	9C4
6	010510006	WILSON, CARLY	010 51 0006		1	A00028	010	2025	9C4
7	010510007	WILSON, JAMES	010 51 0007		1	A00028	010	2025	9C4
8	010510008	WALKER, DAVID	010 51 0008		1	A00028	010	2025	9C4
9	010510009	WALKER, KAREN	010 51 0009		1	A00028	010	2025	9C4
10	010510010	DORR, AMY	010 51 0010		1	A00028	010	2025	9C4
11	010510011	DAVIDSON, AMY	010 51 0011		1	A00028	010	2025	9C4
12	010510012	TWEETY, ELIZABETH	010 51 0012		1	A00028	010	2025	9C4
13	010510013	BOOKER, ELIZABETH	010 51 0013		1	A00028	010	2025	9C4
14	010510014	SANS, DAVID	010 51 0014		1	A00028	010	2025	9C4

Field Name	Length	Definition
SSN	9	**Optional.** An employee's social security number can be entered to access a specific employee's information. Displays the employee's social security number.
Employee Name	Display Only	Displays the employee's full name (last name, first name, and middle initial).
Employee ID	Display Only	Displays the employee's ID (social security number).
Appointment ID	Display Only	If this field is blank, the employee data pertains to the employee's primary appointment; however if this field contains an ID, data pertains to the identified secondary appointment.
Employment Status	Display Only	Displays the employee's employment status.

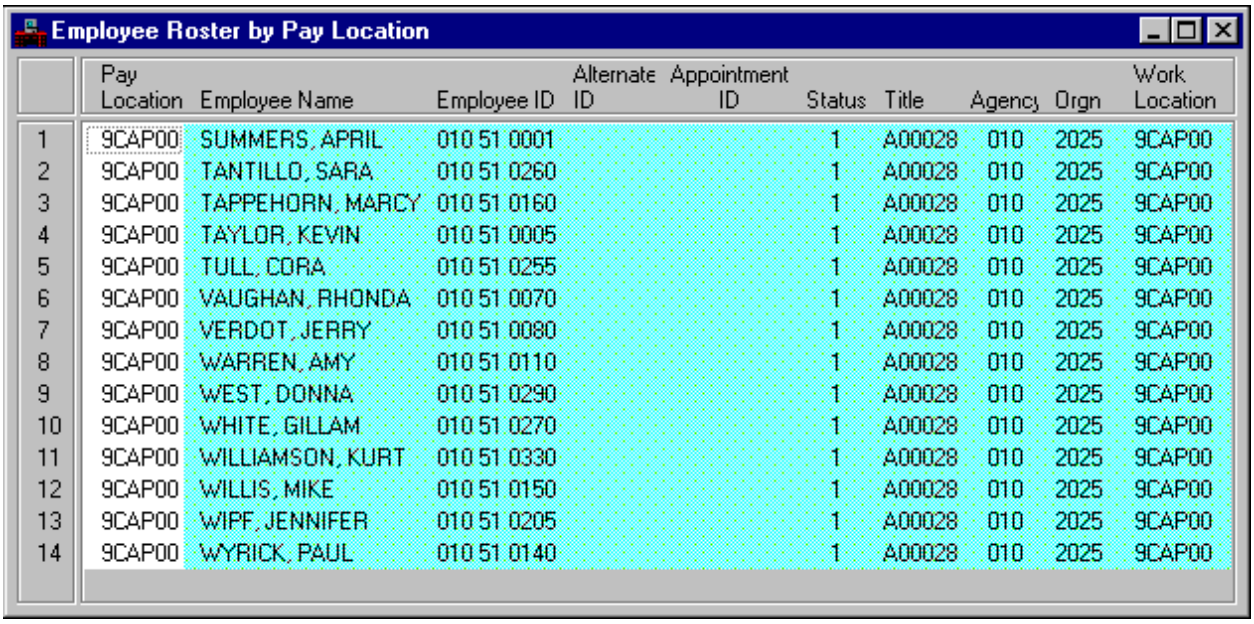
Title	Display Only	Displays the employee's title.
Agency	Display Only	Displays the agency (i.e., operating entity) to which the employee reports.
Organization	Display Only	Displays the organization to which the employee reports.
Pay Location	Display Only	Displays the location where the employee's paycheck is delivered.
Work Location	Display Only	Displays the location where the employee works.

Employee Roster By Pay Location (QXR5)

Purpose

The Employee Roster by Pay Location (QXR5) window is used to display a list of all employees and basic information for each employee sorted by Pay Location code. A pay location can be entered to begin the list at a specific pay location. Note: Employees without a Pay Location assigned on the Agency Specific and Accounting Data (AGYS) window will not be displayed on this roster. Pay Location is the selection criteria.

QXR5 Coding Instructions



	Pay Location	Employee Name	Employee ID	Alternate ID	Appointment ID	Status	Title	Agency	Orgn	Work Location
1	9CAP00	SUMMERS, APRIL	010 51 0001			1	A00028	010	2025	9CAP00
2	9CAP00	TANTILLO, SARA	010 51 0260			1	A00028	010	2025	9CAP00
3	9CAP00	TAPPEHORN, MARCY	010 51 0160			1	A00028	010	2025	9CAP00
4	9CAP00	TAYLOR, KEVIN	010 51 0005			1	A00028	010	2025	9CAP00
5	9CAP00	TULL, CORA	010 51 0255			1	A00028	010	2025	9CAP00
6	9CAP00	VAUGHAN, RHONDA	010 51 0070			1	A00028	010	2025	9CAP00
7	9CAP00	VERDOT, JERRY	010 51 0080			1	A00028	010	2025	9CAP00
8	9CAP00	WARREN, AMY	010 51 0110			1	A00028	010	2025	9CAP00
9	9CAP00	WEST, DONNA	010 51 0290			1	A00028	010	2025	9CAP00
10	9CAP00	WHITE, GILLAM	010 51 0270			1	A00028	010	2025	9CAP00
11	9CAP00	WILLIAMSON, KURT	010 51 0330			1	A00028	010	2025	9CAP00
12	9CAP00	WILLIS, MIKE	010 51 0150			1	A00028	010	2025	9CAP00
13	9CAP00	WIPF, JENNIFER	010 51 0205			1	A00028	010	2025	9CAP00
14	9CAP00	WYRICK, PAUL	010 51 0140			1	A00028	010	2025	9CAP00

Field Name	Length	Definition
Pay Location	6	**Optional.** Displays all pay locations. A pay location can be entered to access information specific to that location.
Employee Name	Display Only	Displays the employee's full name (last name, first name, and middle initial).
Employee ID	Display Only	Displays the employee's ID.
Alternate ID	Display Only	Displays the employee's alternate ID, if any.
Appointment ID	Display Only	If this field is blank, the employee data pertains to the employee's primary appointment; however if this field contains an ID, data pertains to the identified secondary appointment.
Status	Display Only	Displays the employee's employment status.
Title	Display Only	Displays the employee's title.
Agency	Display Only	Displays the agency (i.e., operating entity) to which the employee reports.

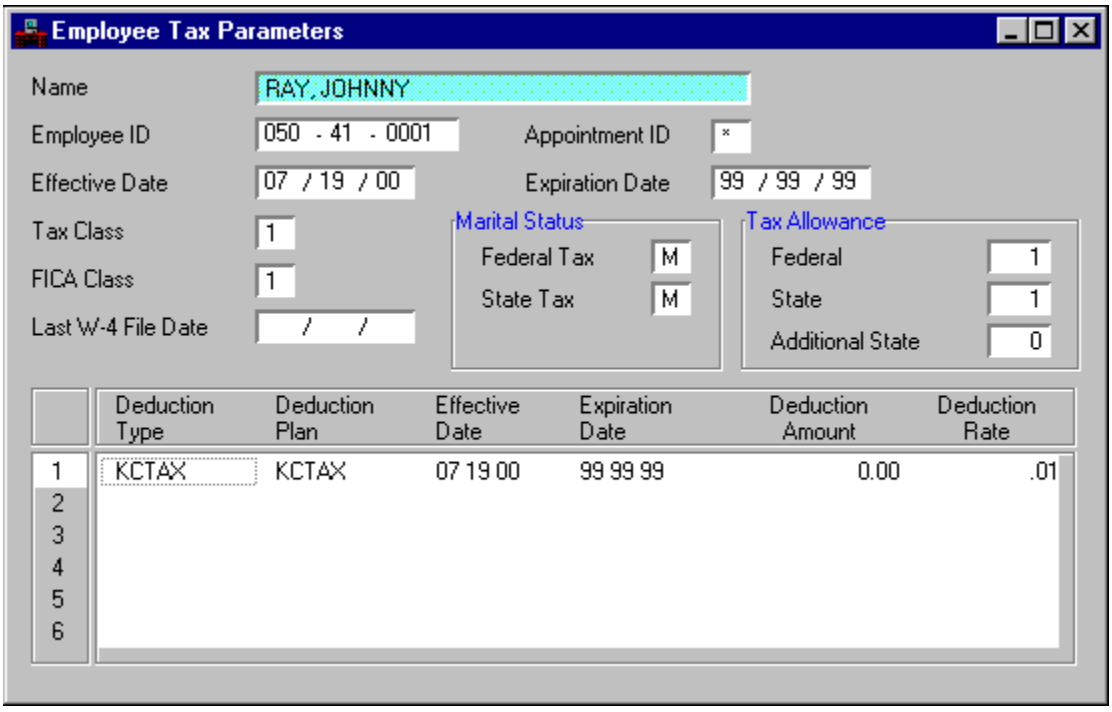
Orgn	Display Only	Displays the organization to which the employee reports.
Work Location	Display Only	Displays the location where the employee works.

Employee Tax Parameters (TAX)

Purpose

The Employee Tax Parameters (TAX) window is used to record and view information on an employee's tax class, tax deductions, tax status, and tax allowance. The information is drawn from the employee's W-4 Form for Federal Withholdings, MO-W4 Form for Missouri State Withholdings and local tax as applicable.

TAX Coding Instructions



Field Name	Length	Definition
Name	Display Only	The employee's full name (last name, first name, and middle initial) is displayed.

Employee ID	10	**Required.** Enter employee's social security number.
Appointment ID	1	**Required.** Enter an asterisk [*] to indicate that all of the employee's appointments are to be subject to the same tax information.
Effective Date	6	**Required.** Enter the date the information becomes effective.
Expiration Date	6	**Optional.** Enter the last date the information is in effect. Default is *99/99/99*.
Tax Class	1	**Required.** Enter the code to indicate the employee's tax class. Tax class determines the types of taxes (federal, state and/or local) that must be withheld and by eligibility to claim tax exemptions. Refer to the Tax Class (TAXC) window for valid values.
FICA Class	1	**Required.** Enter the employee's FICA (OASDI) class. FICA class dictates which FICA and Medicare deductions are to be taken. Refer to the FICA Class (FICL) window for valid values.
Last W-4 File Date	6	**Optional. Enter the date that a W-4 was last filed.**
Federal Tax	1	**Optional.** Enter the employee's tax marital status (as declared on the W-4.) Refer to the Tax Marital Status (TAXM) window for valid values.
State Tax	1	**Optional.** Tax Allowance, State - Enter the employee's tax marital status (as declared on the W-4). Refer to the Tax Marital Status (TAXM) window for valid values.
Federal	3	**Optional.** Enter the number of allowances claimed on the W-4.
State	3	**Optional.** Enter the number of allowances claimed on the MO W-4. If B is entered in the Marital Status; State Tax field, enter 1 or 0 in this field and any additional allowances over one, enter in the Tax Allowance; Additional State field. If M is entered in the Marital Status; State Tax field, enter 2, 1, or 0 in this field and any additional allowances over two, enter in the Tax Allowance; Additional State field. If H is entered in the Marital Status; State Tax field, enter 1-4 in this field and any additional allowances over 4 will be entered in the Additional State field. If S is entered in the Marital Status; State Tax

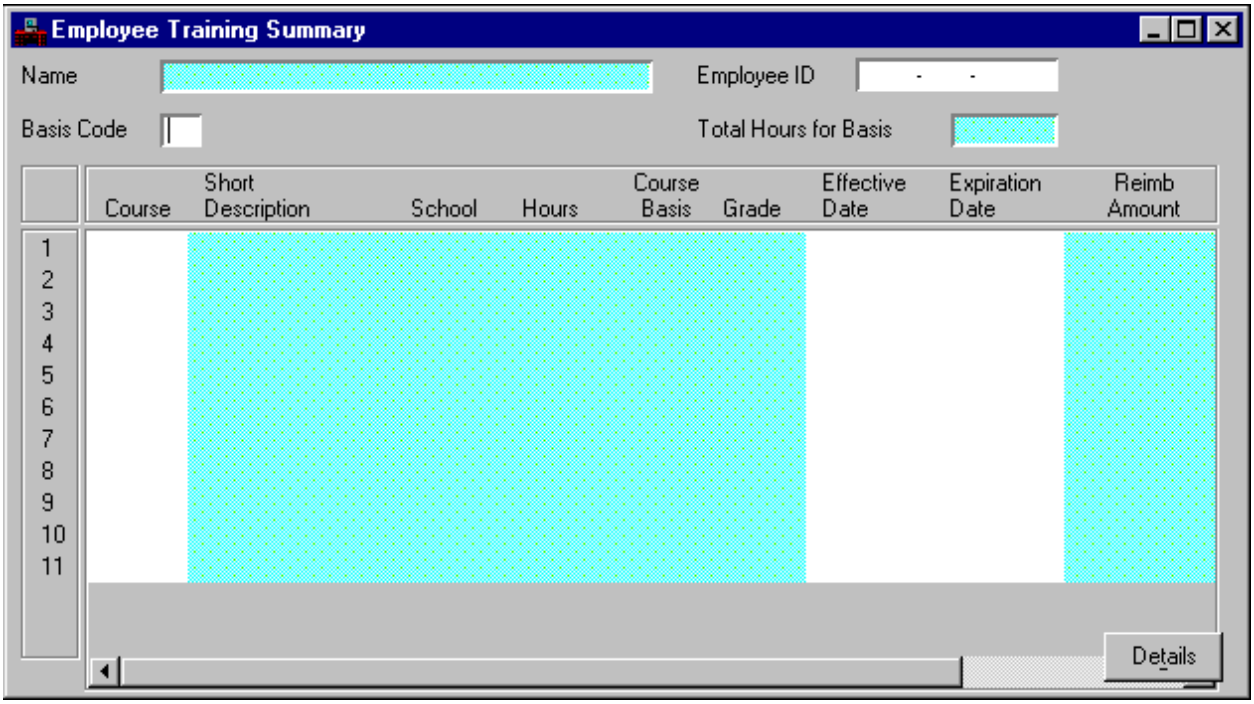
		field, enter 1 or 0 in this field and any additional allowances over one, enter in the Tax Allowance; Additional State field.
Additional State	3	**Optional.** Enter the additional allowances claimed on the W-4. Refer to the Tax Allowance, State field for further instructions.
Deduction Type	5	**Optional.** Enter the code for the appropriate deduction type of the additional withholding. Refer to the Deduction Type (DEDT) window for valid values. **NOTE:** This field is required if an employee requests an additional amount be withheld for state or federal taxes. If an employee is subject to city earnings tax, enter the DEDT code specific to that city (i.e., KCTAX or STLTX).
Deduction Plan	5	**Conditional.** Required if Deduction Type is completed; otherwise, leave blank. Enter the code for the appropriate deduction plan of the additional withholding. Refer to the Deduction Plan (DPLN) window for valid values.
Effective Date	6	**Conditional.** Required if Deduction Type is completed; otherwise, leave blank. Enter the date the additional withholding becomes effective. The system initially takes the deduction in the first pay period processing cycle equal to or later than the effective date.
Expiration Date	6	**Optional.** Enter the last date the deduction information is in effect. Default is *99/99/99*.
Deduction Amount	10	**Optional.** If an employee request additional Federal or Missouri State tax withholding, enter the appropriate amount (i.e., ADFTX and ADSTX).
Deduction Rate	9	**Optional.** Enter the percentage of the additional Federal or Missouri State tax withholding deduction, if any. Enter the percentage as a decimal (i.e., enter 15% as ***.15***.

Employee Training Summary (QETS)

Purpose

The Employee Training Summary (QETS) inquiry summarizes an employee's training profile by listing all of the courses that a particular employee has taken or is taking. In addition, it allows you to total the number of course credits for the courses displayed. The Details button retrieves the Employee Training Profile (ETRP) window. Selection Criteria include Employee ID, Course, Basis Code, Effective Date and Expiration Date.

QETS Coding Instructions



Field Name	Length	Definition
Name	Display Only	Displays the employee's full name (last name, first name, and middle initial).
Employee ID	10	**Required.** Enter the employee's social security number.
Basis Code	1	**Optional.** A basis code can be entered to display the courses where the time is recorded on the entered basis. In addition, the total hours of the courses is displayed. To display historical data you must execute Display: History: Browse Data. Values are: * - to display totals of all courses regardless of basis, Blank - the system displays only courses where there is no basis entered and C – Classroom.
Total Hours for Basis	Display Only	Displays the total hours of classes that are assigned the hours Basis Code entered above.

Course	5	**Optional.** A full or partial course code can be entered to start the display at a particular point. The system lists course information beginning with the first valid course it finds using the entered characters. The code identifying the course is displayed.
Short Description	Display Only	Displays the short description of the course.
School	Display Only	Displays the code of the school where the course is or was taken.
Hours	Display Only	Displays the hours spent in the course.
Course Basis	Display Only	Displays the course basis (e.g., quarter, semester, trimester, etc.).
Grade	Display Only	Displays the employee's grade in the course.
Effective Date	6	**Optional.** A date can be entered to specify the date range for a historical scan. The date data became effective is displayed.
Expiration Date	6	**Optional.** A date can be entered to specify the date range for a historical scan. The date data expires is displayed.
Reimb Amount	Display Only	Displays the amount the employee was reimbursed to pay for the course.
Stat	Display Only	Displays the reimbursement status.
Check Date	Display Only	Displays the date the check was issued.

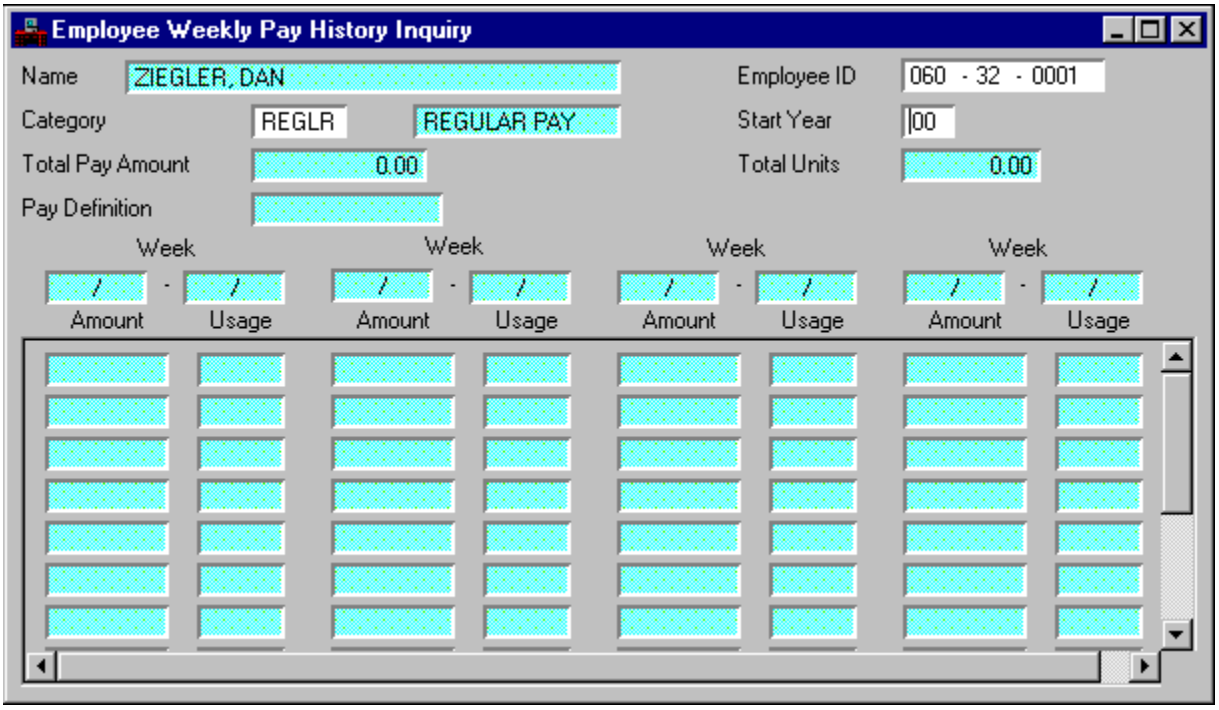
Employee Weekly Pay History Inquiry (QPWK)

Purpose

The Employee Weekly Pay History Inquiry (QPWK) is used to view an employee's weekly earnings for a particular period and category of pay. This window displays a short

description of the category, total pay for the category, total units (e.g., hours, shifts, days, etc.) and short description of the unit of measure. The window displays zeros for weeks the employee did not receive a paycheck and the appropriate amount for each paycheck in the week received. Note: This window can only be used if Store Weekly Pay Totals on the Event Category (CATG) window is selected (Y). Selection Criteria include Employee ID, Category and Start Year.

QPWK Coding Instructions



Field Name	Length	Definition
Name	Display Only	The employee's full name (last name, first name, and middle initial) is displayed.
Employee ID	10	**Required.** Enter the employee's identification number.
Category	5	**Required.** Enter a category to start the display at a specific category. The employee's pay category is displayed.
Start Year	2	**Optional.** You can enter a year to start the display at a specific year, otherwise the current year the employee is being paid is displayed.

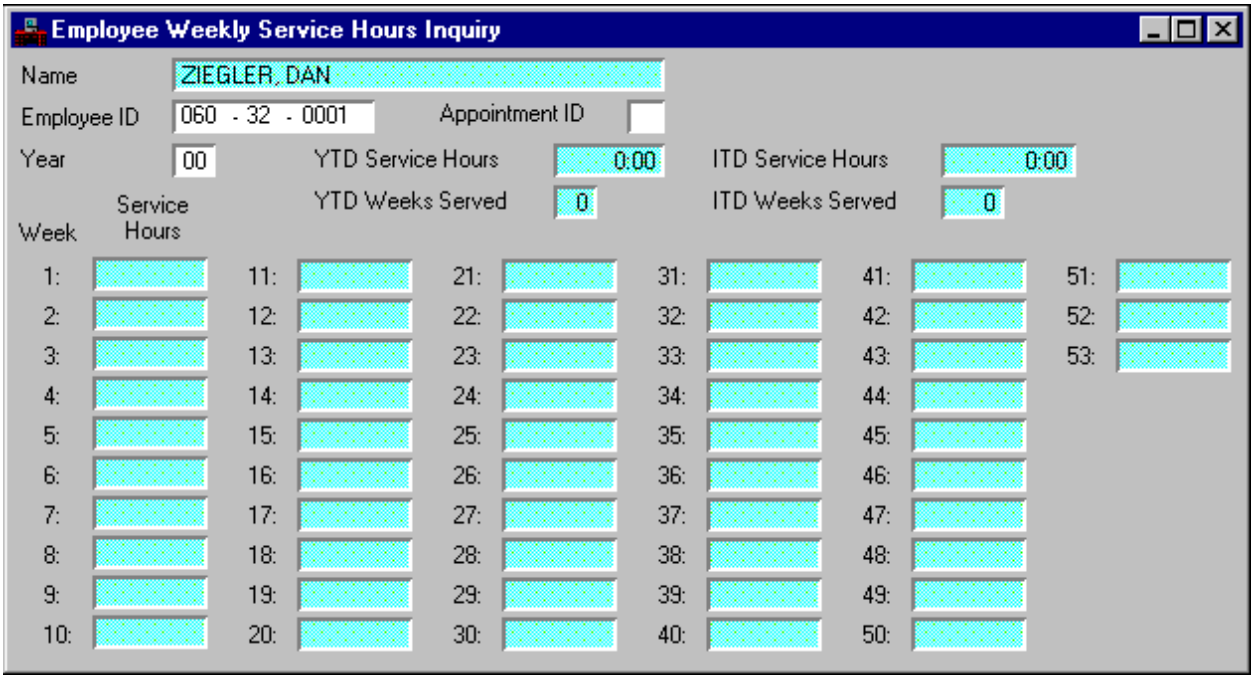
Total Pay Amount	Display Only	The employee's total weekly pay is displayed.
Total Units	Display Only	The units (e.g., hours, days, or weeks) for which an employee has been paid is displayed.
Pay Definition	Display Only	The code denoting the employee's pay definition is displayed.
Week (1-2)	Display Only	The beginning (mm/dd) and end dates (mm/dd) are displayed for the corresponding Amount and Usage columns.
Amount Usage	13x8	The amount of the employee's pay for the specified week is displayed.

Employee Weekly Service Hours Inquiry (QSVW)

Purpose

No help files available.

QSVW Coding Instructions



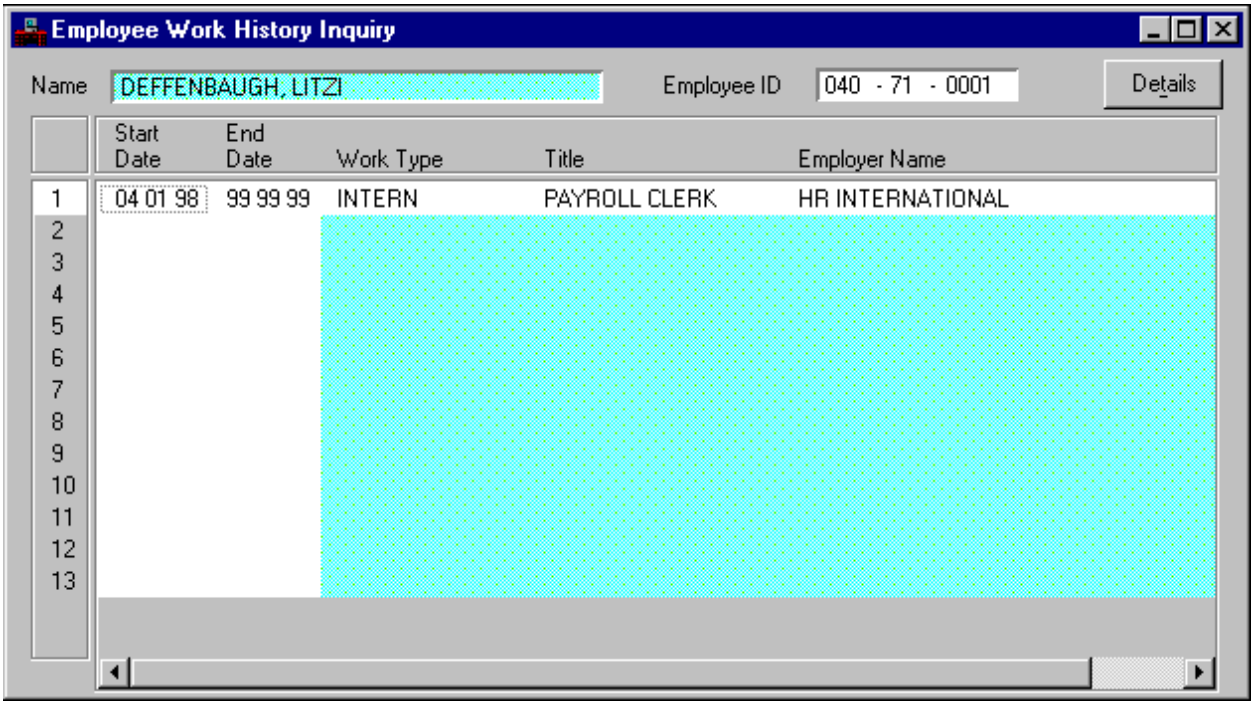
Field Name	Length	Definition
Name	Display Only	The employee's full name (last name, first name, and middle initial) is displayed.
Employee ID	10	
Appointment ID	1	
Year	2	
YTD Service Hours	Display Only	
ITD Service Hours	Display Only	
YTD Weeks Served	Display Only	
ITD Weeks Served	Display Only	
Week (1-53)	Display Only	
Service Hours (1-53)	Display Only	

Employee Work History Inquiry (QEWK)

Purpose

The Employee Work History Inquiry (QEWK) window summarizes an employee's work history. Information is displayed in reverse chronological order. The Details button retrieves the Employee Prior Work History (EWRK). Selection Criteria include Employee ID, Start Date, and End Date.

QEWK Coding Instructions



Field Name	Length	Definition
Name	Display Only	The employee's full name (last name, first name, and middle initial) is displayed.
Employee ID	10	**Required.** Enter the employee's social security number.
Start Date	6	**Optional.** This field can be used to specify the date range for a historical scan. Displays the date the employee started his/her current Work Type.
End Date	6	**Optional.** This field can be used to specify the date range for a historical scan. Displays the date that the employee ended his/her specified Work Type.
Work Type	Display Only	Displays the employee's work type.
Title	Display Only	Displays the employee's title.
Employer Name	Display Only	Displays the name of the employee's employer.

Employer (EMPR)

Purpose

The Employer (EMPR) window defines information about a spouse's, dependent's, or beneficiary's employer.

EMPR Coding Instructions



Field Name	Length	Definition
Employer	30	**Required.** Enter the employer code you are adding, changing, or expiring.
Effective Date	6	**Required.** Enter the date the information becomes effective.
Expiration Date	6	Default is 99/99/99. Enter the last date the information is in effect.
Name	30	**Required.** Enter the employer's name.

Address (1-2)	30 30	**Required.** Enter employer's address (street number, street, and suite number, if applicable). Use the second line to continue the address if additional space is needed.
City	19	**Required.** Enter the city.
State	3	**Conditional.** Required if the State Required field on the Country (CTRY) window is “Y” for the entered country code. Optional otherwise. Enter the state. Valid values are located on the State (ST) window.
Zip	9	**Required.** Enter the zip code.
Country	3	**Conditional.** If the Yes/No Flag on the Site Specific Parameters (SPAR) window is “Y” for the DEFAULT COUNTRY CODE parameter, this field defaults to the value entered in the Text Value Line 1 for that parameter. Required otherwise. Enter the country of the employer.
Phone	10	**Optional.** Enter the employer's telephone number.
Ext	4	**Optional.** Enter the extension to the employer's telephone number, if any.

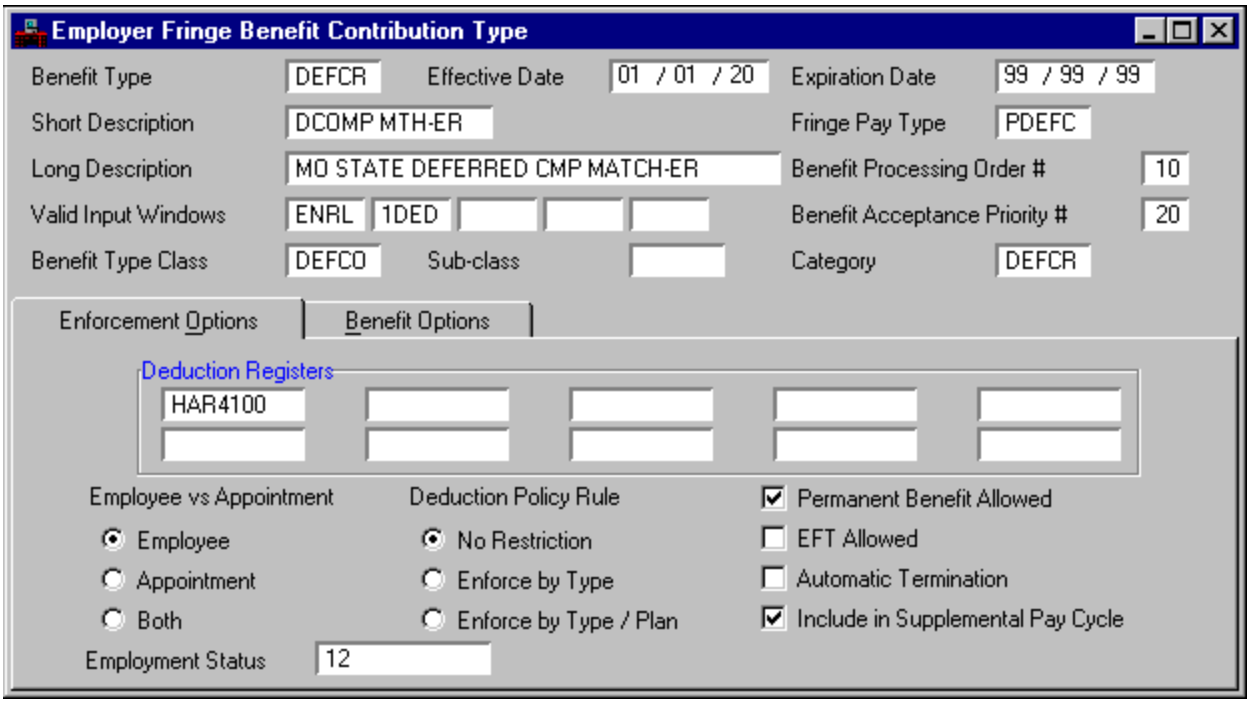
Employer Fringe Benefit Contribution Type (EFBT)

Purpose

The Employer Fringe Benefit Contribution Type (EFBT) window is used to define fringe benefit types for the employer’s contribution. Entries on this window are used to maintain employer fringe benefit contribution data on the Deduction Type (DEDT) table.

In order to distinguish between benefits and deduction, once defined, employer fringe benefit contribution types can only be viewed on this window and not on the Deduction Type (DEDT) window. The reverse is also true: deduction types can only be viewed on the Deduction Type (DEDT) window and not on this window. In addition to the fields displayed on the Deduction Type (DEDT) window, two fields specific to the Employee Benefit Subsystem are displayed on this window: **Benefit Type Class** and **Benefit Type Sub-Class**.

EFBT Coding Instructions



Field Name	Length	Definition
Benefit Type	5	**Required.** Enter the employer fringe benefit code that is being added, changed, or expired.
Effective Date	6	**Required.** Enter the date the information becomes effective.
Expiration Date	6	**Optional.** Enter the last date the information is in effect. Default is *99/99/99*.
Short Description	12	**Required.** Enter a new or changed short description of the fringe benefit code.
Fringe Pay Type	5	**Optional.** Enter the fringe pay type code to be generated to offset this fringe deduction. Refer to the Event Type (EVNT) window for valid values.
Long Description	30	**Optional.** Enter a new or changed long description of the fringe benefit code. Default is the Short Description entry.
Benefit Processing Order #	2	**Required.** Enter a benefit processing order number to indicate the order in which this type of benefit should be processed. A benefit with a lower order number is calculated before a benefit with a higher order number.

Valid Input Windows	4	**Required.** Enter the window identification of each benefit/deduction maintenance window (e.g., ***ENRL*** for Benefits Enrollment window) which can be used to establish this type of employer fringe benefit contribution. At least one window identification code must be specified. Between one and five window identification codes may be specified.
Benefit Acceptance Priority #	2	**Required.** Enter the acceptance priority number to indicate the order in which this benefit should be backed out if a negative net condition occurs. A benefit with a higher priority number is backed out before one with a lower priority number.
Benefit Type Class	5	**Required.** Enter the benefit type class code to indicate the highest level of aggregation for benefit programs. Refer to the Benefit Type Class (BTCL) window for valid values.
Sub-Class	5	**Optional.** Enter the benefit type sub-class to indicate a level of aggregation lower than the benefit type class for benefit programs. Refer to the Benefit Type Sub-Class (BTSC) window for valid values.
Category	5	**Required.** Enter the category code in which this benefit type falls. Refer to the Event Category (CATG) window for valid values.
Deduction Registers (1-10)	8	**Required.** Enter the report identification number (up to ten)of the deduction register(s) that employer fringe benefit contributions of this type should be displayed on. For example, enter ***HAR4100*** for the Deduction Register report.
Employee vs Appointment	Radio Buttons	**Optional.** Select a value to indicate whether a benefit of this type is specific to the employee (across all appointments) or a particular appointment. Default is ***Employee [E]***. Valid values are: • ***Employee [E]*** • ***Appointment [A]*** • ***Both [B]***

Employment Status	10	**Optional.** Enter up to ten Employment Status codes that are eligible for this type of benefit. Refer to the Employment Status (EMPS) window for valid values. If left blank, all Employment Status codes are eligible.

Deduction Policy Rule	Radio Buttons	**Optional.** Select a value to indicate the benefit policy rule used to validate enrollments within this fringe type. Default is ***No Restriction [N]***. Valid values are:
		• ***No Restriction [N]***
		• ***Enforce by Type [T]***
		  ○ ***Fringe type must be in the Benefit Policy Type (BPLT) window for an employee's deduction policy.***
		• ***Enforce by Type/Plan [P]***
		  ○ Both type and plan must be in the Benefit Policy Type (BPLT) window for an employee's deduction policy.

Permanent Benefit Allowed	Checkbox	**Required.** Select [***Y***] to indicate that this benefit type can be used for permanent benefits. Clear [***N***] if this benefit type can only be used for one-time benefits.
EFT Allowed	Checkbox	**Required.** Select [***Y***] to indicate that the proceeds of this benefit can be transferred electronically to the vendor. Clear [***N***] to indicate that the proceeds can only be transferred manually.
Automatic Termination	Checkbox	**Required.** Select [***Y***] to indicate that this benefit should automatically expire when another benefit of the same type is added for the employee. Clear [***N***] to indicate that the benefit should not expire automatically.
Include in Supplemental Pay Cycle	Checkbox	**Required.** Select [***Y***] if the deduction should be taken during a supplemental pay cycle. Clear [***N***] to indicate that it should not be taken during a supplemental pay cycle.

Benefit Goal	Radio Buttons	**Optional.** Select a value to indicate whether a benefit of this type is goal oriented. Default is ***Not Goal Oriented [N]***. Valid values are:
		• ***Not Goal Oriented [N]***
		• ***Goal Oriented [G]***
		  ○ ***Benefit stops when goal is reached.***
		• ***Cyclical Goal Oriented [C]***
		  ○ Benefit restarts when goal is reached.

Federal/State Marital Status	Radio Buttons	**Optional.** Select a value to indicate whether the benefit has a tax marital status associated with it. Valid values are: • ***No Associated Status [blank]*** • ***Federal [F]*** • ***State and Local [S]***
Benefit Class	Radio Buttons	**Optional.** Select a value to indicate the processing classification of this benefit type. Valid values are: • ***Use Marginal Tax Tables [T]*** • ***FICA Deduction [F]*** • ***Use Alternate Rate Tables [A]*** • ***No Special Processing [D]***

Goal Type	Radio Buttons	**Optional.** Select a value to indicate the type of goal. Default is ***Not Applicable [blank]***. Valid values are:
		• ***Not Applicable [blank]***
		• ***Dollar Amount [D]***
		  ○ The goal is defined as a fixed dollar amount.
		• ***Installments [I]***
		  ○ The goal is defined as a number of installments.

Recycle Benefit	Checkbox	**Required.** Select [***Y***] to indicate that the benefit should be recycled in a subsequent pay cycle if it was rejected due to a negative net condition. Clear [***N***] if the benefit should not be recycled.
Partial Benefit Report	Checkbox	**Required.** If this deduction is not fully taken, select [***Y***] to indicate that the deduction should be included on the Deduction Processing Exceptions Report. Clear [N] to indicate the deduction should not be reported when this deduction is not fully taken.
Take Partial Benefit	Checkbox	**Required.** Select [***Y***] if a partial deduction should be taken. A partial deduction should be taken if taking the entire deduction would result in a negative net condition. Clear [***N***] if a partial deduction should not be taken.

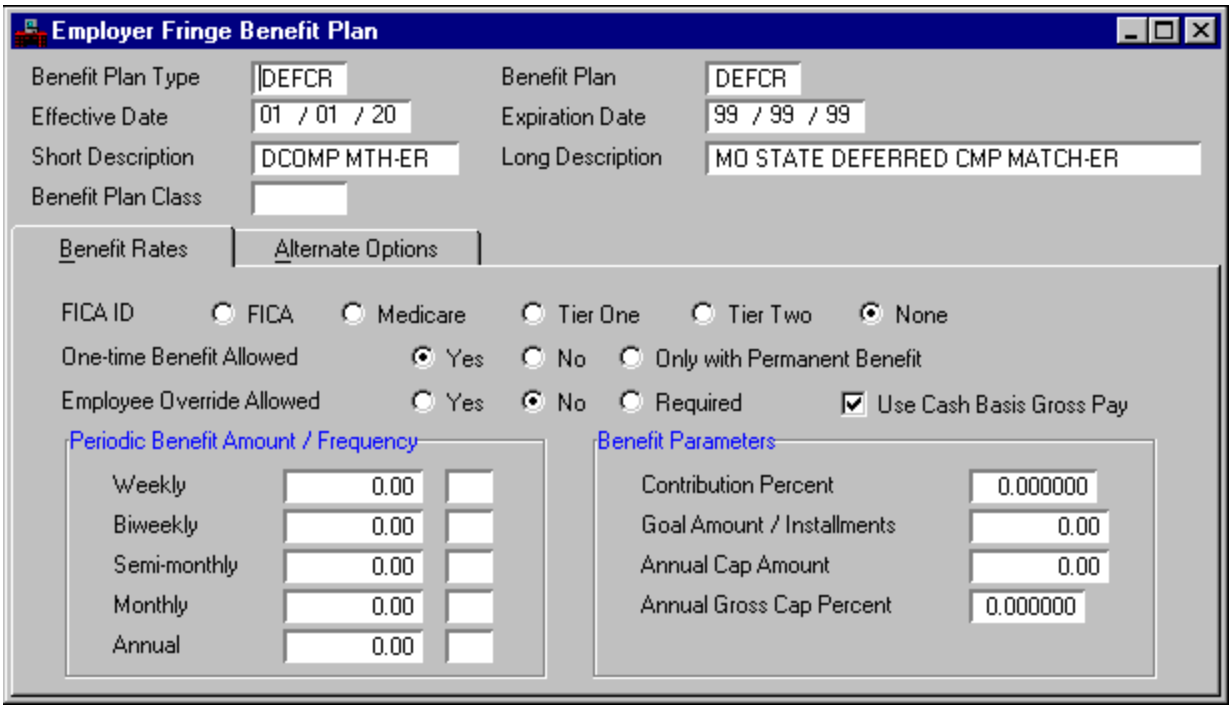
Employer Fringe Benefit Plan (EFBP)

Purpose

Employer Fringe Benefit Plan (EFBP) window maintenance profiles are used to define benefit plans for employer fringe benefits. A benefit type may have one or more benefit plans associated with it.

In order to distinguish between benefits and deductions, once defined, employer fringe benefit plans can only be viewed on this window and not on the Deduction Plan (DPLN) window. The reverse is also true: deduction plans can only be viewed on the Deduction Plan (DPLN) window and not on this window.

EFBP Coding Instructions



Field Name	Length	Definition
Benefit Plan Type	5	**Required.** Enter the benefit plan type code to identify the employer fringe benefit contribution plan. Refer to the Employer Fringe Benefit Contribution Type (EFBT) window for valid values.
Benefit Plan	5	**Required.** Enter the benefit plan code that is being added, changed, or expired.
Effective Date	6	**Required.** Enter the date the information becomes effective.
Expiration Date	6	**Optional.** Enter the last date the information is in effect. Default is *99/99/99*.
Short Description	12	**Required.** Enter a new or changed short description of the benefit plan type code.
Long Description	30	**Optional.** Enter a new or changed long description of the benefit plan type code. Default is the Short Description entry.

Benefit Plan Class	5	**Optional.** Enter the benefit plan class (a level of aggregation for benefit plans) for this benefit plan. Refer to the Benefit Plan Class (BPCL) window for valid values.

FICA ID	Radio Buttons	**Optional.** Select the value to indicate whether this is a FICA, Medicare, Tier One, or Tier Two deduction. Default is ***None [blank]***. Valid values are:
		• ***FICA [F]***
		• ***Medicare [M]***
		• ***Tier One [1]***
		  ○ ***Railroad pension reporting.***
		• ***Tier Two [2]***
		  ○ Railroad pension reporting.
		• ***None [blank]***

One-Time Benefit Allowed	Radio Buttons	**Optional.** Select the value to indicate whether a one-time deduction is allowed for this employer fringe benefit plan. Default is ***Yes [Y]***. Valid values are: • ***Yes [Y]*** • ***No [N]*** • ***Only With Permanent Benefit [P]***

Employee Override Allowed	Radio Buttons	**Optional.** Select a value to indicate whether the deduction information can be overridden for a particular employee. Default is ***Yes [A]***. Valid values are:
		• ***Yes [A]***
		  ○ Deduction can be overridden for a particular employee.
		• ***No [N]***
		  ○ No overrides are allowed.
		• ***Required [R]***

		○ Override is required.
Use Cash Basis Gross Pay	Checkbox	**Optional.** Select ***No [N]*** to indicate that Reserve Pay amounts should be subtracted from gross pay before this percent deduction is calculated. Select ***Yes [Y]*** to indicate earned basis gross pay should be used to calculate this deduction. Default is ***No [N]***.
Weekly Benefit Amount	10	**Optional.** If this amount is a flat dollar amount, enter the amount to be deducted for eligible employees paid on a weekly basis.
Weekly Benefit Frequency	2	**Optional.** Enter a two-character code to indicate the frequency with which the deduction should be taken. The same two-character code must appear in the **Deduction Frequencies** field for weekly employees on the Pay Cycle (CYCL) window for the pay periods in which the deduction should be taken. If left blank, the deduction is generated each pay period. Refer to the Deduction Frequency (DEDF) window for valid values.
Biweekly Benefit Amount	10	**Optional.** If this amount is a flat dollar amount, enter the amount to be deducted for eligible employees paid on a biweekly basis.
Biweekly Benefit Frequency	2	**Optional.** Enter a two-character code to indicate the frequency with which the deduction should be taken. The same two-character code must appear in the **Deduction Frequencies** field for biweekly employees on the Pay Cycle (CYCL) window for the pay periods in which the deduction should be taken. If left blank, the deduction is generated each pay period. Refer to the Deduction Frequency (DEDF) window for valid values.
Semi-Monthly Benefit Amount	10	**Optional.** If this amount is a flat dollar amount, enter the amount to be deducted for eligible employees paid on a semi-monthly basis.

Semi-Monthly Benefit Frequency	2	**Optional.** Enter a two-character code to indicate the frequency with which the deduction should be taken. The same two-character code must appear in the **Deduction Frequencies** field for semi-monthly employees on the Pay Cycle (CYCL) window for the pay periods in which the deduction should be taken. If left blank, the deduction is generated each pay period. Refer to the Deduction Frequency (DEDF) window for valid values.
Monthly Benefit Amount	10	**Optional.** If this amount is a flat dollar amount, enter the amount to be deducted for eligible employees paid on a monthly basis.
Monthly Benefit Frequency	2	**Optional.** Enter a two-character code to indicate the frequency with which the deduction should be taken. The same two-character code must appear in the **Deduction Frequencies** field for monthly employees on the Pay Cycle (CYCL) window for the pay periods in which the deduction should be taken. If left blank, the deduction is generated each pay period. Refer to the Deduction Frequency (DEDF) window for valid values.
Annual Benefit Amount	10	**Optional.** If this amount is a flat dollar amount, enter the amount to be deducted for eligible employees paid on an annual basis.
Annual Benefit Frequency	2	**Optional.** Enter a two-character code to indicate the frequency with which the deduction should be taken. The same two-character code must appear in the **Deduction Frequencies** field for annual employees on the Pay Cycle (CYCL) window for the pay periods in which the deduction should be taken. If left blank, the deduction is generated each pay period. Refer to the Deduction Frequency (DEDF) window for valid values.

Contribution Percent	9	**Required.** Enter the rate to be used in calculating the deduction amount, if this deduction is calculated based on a percentage. For example, enter 15% as ***.15***.
Goal Amount/Installments	10	**Optional.** If the benefit goal is a dollar amount, enter the goal amount. If the benefit goal is in number of installments, enter the goal number of installments.
Annual Cap Amount	10	**Optional.** If the total deduction amount for a year cannot exceed a certain dollar amount, enter the cap (or ceiling) amount.
Annual Gross Cap Percent	8	**Optional.** If the total deduction amount for a year cannot exceed a certain percentage of the employee's annual gross amount, enter the cap (or ceiling) percentage.
Special Routine ID	4	**Required.** Enter the proper code if a special calculation routine is invoked for this deduction type/plan. If no special calculation routine is to be invoked enter ***NON***. Valid values are: ***ADTX*** Additional Tax ***SLRY*** Salary Routine ***CAPP*** Pay Period Cap Amount ***GAR*** Garnishment Routine ***HRLY*** Based on Hours Worked Routine ***IRS*** Tax Levy Routine ***PEN*** Pension Routine ***SAVB*** U.S. Savings Bonds ***NON*** No Special Routine
Amount/Percent (1-5)	10	**Optional.** If **Special Routine ID** is entered, enter the amounts or percents (***.nn***) that are to be used in the calculations. Up to five are allowed.

If the deduction is a FICA deduction, enter the minimum

year to date FICA covered wages for **Amount/Percent 1**, and leave the other four blank or zero. If special routine is FICA only, this field is used in a cash pay test to determine if FICA should be taken.

If the **Special Routine ID** is ***SLRY (Budgeted Annualized Salary)***, deductions are calculated based on budgeted annualized salary regardless of the amount actually paid during the pay period. In **Amount/Percent 1**, enter the multiplication factor. In **Amount/Percent 2**, enter the maximum amount. In **Amount/Percent 3**, enter the exemption amount. In **Amount/Percent 4**, enter the weighing factor. **Amount/Percent 5** contains the rounding rule for the weighing factor. Enter a code to indicate the rounding rule. Valid values are:

1 Rounding to the Nearest Integer.

2 Truncating to the Lower Integer.

0 No Rounding Required.

Otherwise, leave these fields blank or zero.

Optional. Select the value that indicates which employee date value is used as a comparison for the number of months for Deduction Alternate Rates (DEDA) window lookups. Default is ***None [blank]***. Valid values are:

Begin Date 1

- ***Birth Date [B]***
- ***Appointment Date [A]***
- ***Benefit Progression Date [P]***
- ***Deduction Parameter Effective Date [D]***
- ***Enrollment Date [E]***
- ***None [blank]***

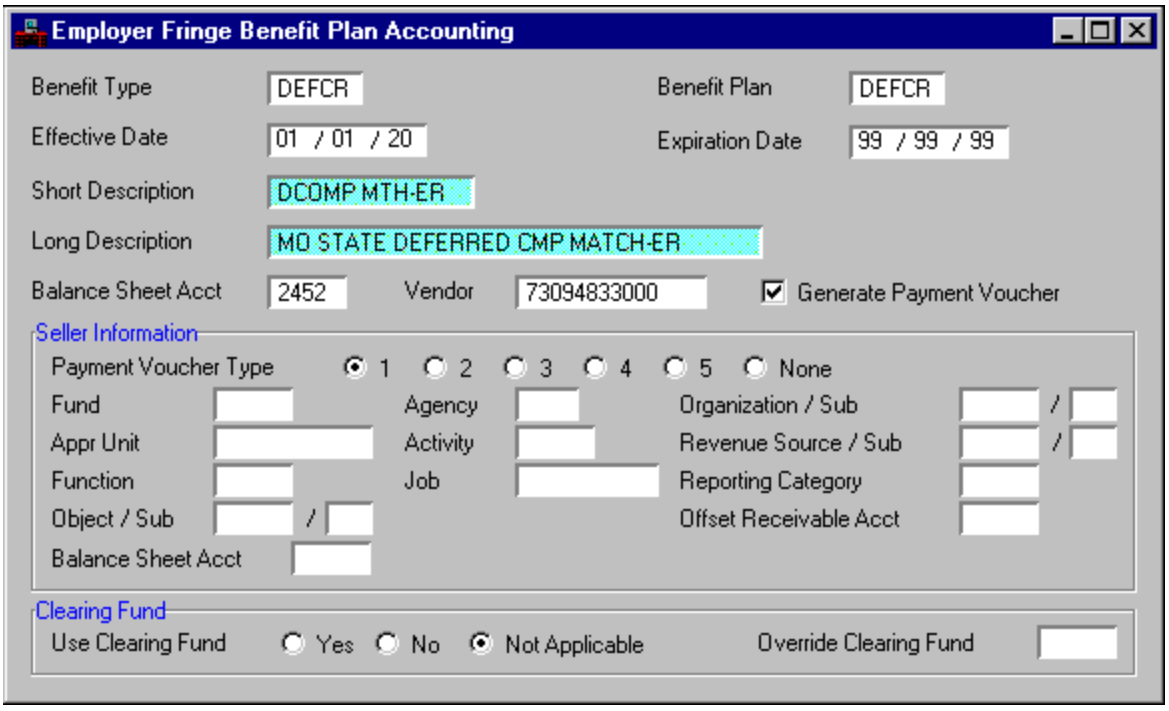
End Date	1	**Optional.** Select a value to indicate the date against which the Alternate Rate Date Type value is compared. Default is ***None [blank]***. Valid values are: • ***Specified [D]*** • ***Check Date [C]*** • ***Pay Period End Date [P]*** • ***Enrollment Date [E]*** • ***None [blank]*** If selecting any value other than ***None [blank]***, enter the date (*mm dd yy*) for the alternate rate in the second field.

Employer Fringe Benefit Plan Accounting (EFB3)

Purpose

The Employer Fringe Benefit Plan Accounting (EFB3) window defines accounting information for journal vouchers, vendor payment vouchers, and intra-governmental payment vouchers.

EFB3 Coding Instructions



Field Name	Length	Definition
Benefit Type	5	**Required.** Enter the benefit type code. Refer to the Employer Fringe Benefit Contribution Type (EFBT) window for valid values.
Benefit Plan	5	**Required.** Enter the benefit plan code. Refer to the Employer Fringe Benefit Plan (EFBP) window for valid values.
Effective Date	6	**Required.** Enter the date the information becomes effective.
Expiration Date	6	**Optional.** Enter the last date the information is in effect. Default is *99/99/99*.
Short Description	Display Only	The short description of the benefit code is displayed.
Long Description	Display Only	The long description of the benefit code is displayed.
Balance Sheet Acct	4	**Required.** Enter the balance sheet account to which the benefit is posted.
Vendor	11	**Conditional.** Required if **Generated Payment Voucher** is ***Y*** and seller information is not entered. Optional if **Generated Payment Voucher** is ***N*** and seller information is not entered. Not allowed if

		seller information is entered. Enter the external vendor to which the amount of the benefit should be paid. Refer to the Vendor Index (VEND) window for valid values.
Generate Payment Voucher	Checkbox	**Required.** Select ***[Y]*** to indicate a payment voucher should be created for this benefit. Clear ***[N]*** to indicate a payment voucher should not be created for this benefit.

Seller Information

Note: Seller information can not be entered if payment voucher is ***type 1***.

Field Name	Length	Definition
Payment Voucher Type	Radio Buttons	**Optional.** Select the payment voucher type which should be created for the specified deduction type and deduction plan. Default is ***None [blank]***. Valid values are: ***1*** Purchase from an external vendor. ***2*** Purchase or sale between governmental units involving different funds. ***3*** Purchase or sale between governmental units involving the same funds. ***4*** Reimbursement between governmental units (inter or intra fund). Transfer between governmental units (inter or intra fund). ***5*** **Note:** Additional buyer information is required for type 5 payment vouchers, so manual updates have to be made to these payment vouchers after they are uploaded to the financial system. ***None [blank*** No payment voucher should be generated for this sale. This option is only valid if Generate Payment Voucher is cleared ***[N]***.
Fund	4	**Conditional.** Required for type 2, 3, 4, and 5 payment vouchers. Enter the seller fund for the specified deduction type and

		deduction plan. Refer to the Fund Index (FUND) window for valid values.
Agency	3	**Conditional.** Required for type 2, 3, 4, and 5 payment vouchers. Enter the seller agency for the specified deduction type and deduction plan. Refer to the Agency Index (AGCY) window for valid values.
Organization	4	**Conditional.** Required on expenditure transactions if **Organization Options Exp Budget** on the Fund Agency (FGY2) window is set to ***Required on Budget and Accounting [Y]*** or ***Required on Accounting [A]***. Required on revenue transactions if **Organization Options Rev Budget** on the Fund Agency (FGY2) window is set to ***Required on Budget and Accounting [Y]*** or **Required on Accounting [A] for the Fund/Agency** entered above. Optional otherwise. Enter the seller organization for the specified deduction type and deduction plan. Refer to the Organization Index (ORGN) window for valid values.
Sub-Organization	2	**Conditional.** Required on expenditure transactions if **Sub-Organization Required on Spending** on the Organization (ORG2) window is set to ***Required [Y], Required on Pre-Encumbrance Transactions [1], Required on Encumbrance Transactions [2],*** or ***Required on Expenditure Transactions [3]***. Required on revenue transactions if **Sub-Organization Required on Revenue** on the Organization (ORG2) window is set to ***Required [Y]***. Optional otherwise. Enter the seller sub-organization for the specified deduction type and deduction plan. Refer to the Sub-Organization (SORG) window for valid values.
Appr Unit	9	**Conditional.** Required when **Labor Distribution Override Option** is ***Use Entered Accounting Values [A]***; otherwise, leave blank. Enter the seller appropriation unit for the specified deduction type and deduction plan. Refer to the Appropriation Index (APPR) window for valid values.
Activity	4	**Conditional.** Required on expenditure transactions if **Activity Options: Exp Budget** on the Fund Agency (FGY2) window is set to ***Required on Budget and Accounting [Y]*** or ***Required on Accounting [A]***. Required on revenue transactions if **Activity**

		Options: Rev Budget on the Fund Agency (FGY2) window is set to ***Required on Budget and Accounting [Y]*** or ***Required on Accounting [A]*** for the Fund/Agency entered above. Optional otherwise. Enter the seller activity for the specified deduction type and deduction plan. Refer to the Activity Index (ACTV) window for valid values.
Revenue Source	4	**Conditional.** Required for type 5 payment vouchers. Required if payment voucher type is 2 or 3, and the Seller Balance Sheet Account field is blank. Not allowed if payment voucher type is 2 or 3, and the Seller Balance Sheet Account field is not blank. Not allowed for type 4 payment vouchers. Enter the seller revenue source for the specified deduction type and deduction plan. Refer to the Revenue Source Index (RSRC) window for valid values.
Sub-Revenue Source	2	**Conditional.** Required if **Sub-Revenue Source Required** on the Revenue Source (RSR2) window is set to ***Yes [Y]***. Optional otherwise. Enter the seller sub-revenue source for the specified deduction type and deduction plan. Refer to the Sub-Revenue Source (SREV) window for valid values.
Function	4	**Conditional.** Required on expenditure transactions if **Function Options Exp Budget** on the Fund Agency (FGY2) window is set to ***Required on Budgeting and Accounting [Y]*** or ***Required on Accounting [A]***. Enter the seller function code for the specified deduction type and deduction plan. Refer to the Function (FUNC) window for valid values.
Job	8	**Conditional.** Required on expenditure transaction if **Job Number Required on Spending** on the Organization (ORG2) window is set to ***Required on Pre-Encumbrance Transactions [1], Required on Encumbrance Transactions [2],*** or ***Required on Expenditure Transactions [3]***, or if ***Job Number Required on Spending on the Organization (ORG2) window is set to Required If Job Number Spending Is Required on Activity [A] and the Job Number Spending field on the Activity (ACT2) window is set to Required on Pre-Encumbrance [1], Required on Encumbrance [2], or Required on Expenditure [3]. Required on revenue transactions if Job Number Required on Revenue on the***

		Organization (ORG2) window is set to Required [Y], or if Job Number Required on Revenue on the Organization (ORG2) window is set to Required If Job Number Revenue Is Required on Activity [A] and the Job Number Revenue field on the Activity (ACT2) window is set to Enforce Coding [Y]. Optional otherwise. Enter the seller job number for the specified deduction type and deduction plan. Refer to the Job Index (JOBT) window for valid values.
Reporting Category	4	**Conditional.** Required on expenditure transactions if **Reporting Category** on the Agency (AGC2) window is set to ***Required on Pre-Encumbrance Transactions [1], Required on Encumbrance Transactions [2],*** or ***Required on Expenditure Transactions [3]***. Required on revenue transactions if **Reporting Category Required on Revenue Transactions** on the Agency (AGC2) window is set to ***Yes [Y]***. Optional otherwise. Enter the seller reporting category for the specified deduction type and deduction plan. Refer to the Reporting Category (RPTG) window for valid values.
Object	4	**Conditional.** Required for type 4 vouchers. Not allowed otherwise. Enter the seller object for the specified deduction type and deduction plan. This object must have an Object Group of ***RE***. Refer to the Object Index (OBJT) window for valid values.
Sub-Object	2	**Optional.** Enter the seller sub-object for the specified deduction type and deduction plan. Refer to the Sub-Object (SOBJ) window for valid values.
Offset Receivable Account	4	**Conditional.** Must be blank on type 1 vouchers. Optional otherwise. Enter the seller offset receivable account for the specified deduction type and deduction plan. Refer to the Balance Sheet Account Index (BACC) window for valid values.
Balance Sheet Account	4	**Conditional.** Required for types 2 and 3 vouchers if the Seller Revenue Source is blank. Optional for type 4 vouchers. Not allowed otherwise. Enter the seller balance sheet account for the specified deduction type and deduction plan. Refer to the Balance Sheet Account Index (BACC) window for valid values.

Clearing Fund

Caution: If using clearing funds and want to offset accounts in all funds to clear automatically (including transfer of cash), a cash balance sheet account must be specified as the **JV OFFSET BS ACCT CD** on the Site Specific Parameters (SPAR) window.

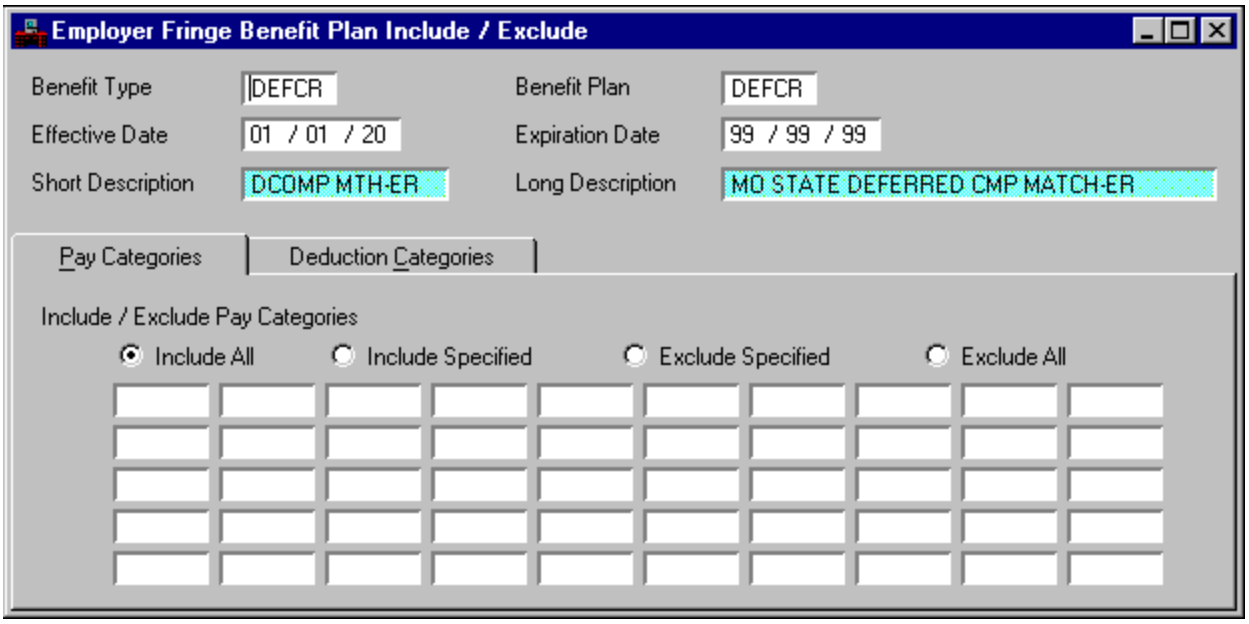
Field Name	Length	Definition
Use Clearing Fund	Radio Buttons	**Optional.** Select ***Yes [Y]*** to indicate a clearing fund should be used. Select ***No [N]*** to indicate an override clearing fund should not be used. Select ***Not Applicable [blank]*** to use the default value from the Site Specific Parameters (SPAR) parameter entry **CLEARING FUND DEFAULT OPTION**.
Override Clearing Fund	4	**Optional.** Indicate the override clearing fund to be used in place of the clearing fund entered on the Site Specific Parameters (SPAR) window. This value is only used if **USE CLEARING FUND** is ***Yes [Y]*** or if **USE CLEARING FUND** is ***Not Applicable [blank]*** and the **CLEARING FUND DEFAULT OPTION** parameter on the Site Specific Parameters (SPAR) window is set to ***Y***. Refer to the Fund Index (FUND) window for valid values.

Employer Fringe Benefit Plan Include/Exclude (EFB2)

Purpose

The Employer Fringe Benefit Plan Include/Exclude (EFB2) window defines what pay types and deduction types are included and excluded for the benefit plan listed.

EFB2 Coding Instructions



Field Name	Length	Definition
Benefit Type	5	**Required.** Enter the benefit plan type code for the payment and deduction inclusion information. Refer to the Employer Fringe Benefit Contribution Type (EFBT) window for valid values.
Benefit Plan	5	**Required.** Enter the benefit plan code for the payment and deduction inclusion information. Refer to the Employer Fringe Benefit Plan (EFBP) window for valid values.
Effective Date	6	**Required.** Enter the date the information becomes effective.
Expiration Date	6	**Optional.** Enter the last date the information is in effect. Default is *99/99/99*.
Short Description	Display Only	The short description of the benefit type and plan is displayed.
Long Description	Display Only	The long description of the benefit type and plan is displayed.
Include/Exclude Pay Categories	Radio Buttons	**Optional.** Select a value to indicate whether all pay categories will be included in this benefit plan during processing, all pay categories will be excluded from this benefit plan during processing, or if only specified pay

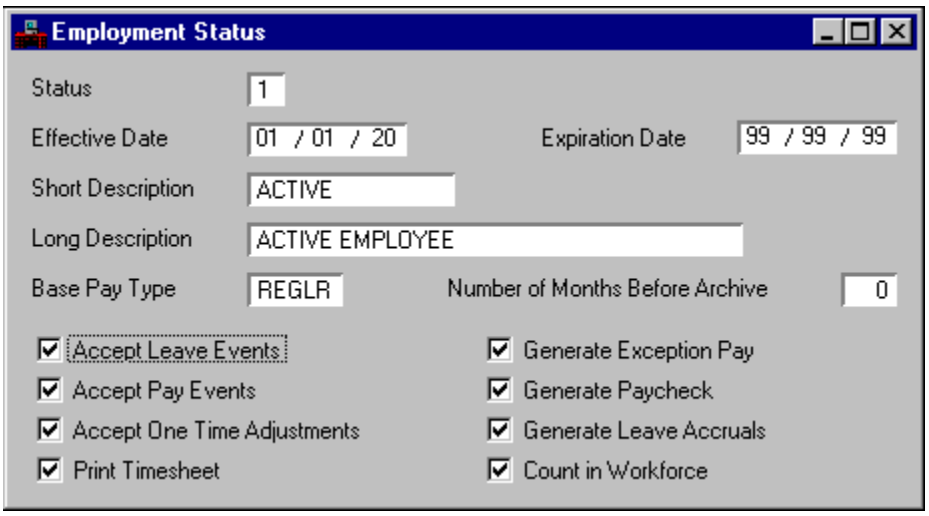
		categories will be included in or excluded from determining subject gross for this benefit during processing. Default is ***Include All [A]***. Valid values are: • ***Include All [A]*** • ***Include Specified [I]*** • ***Exclude Specified [E]*** • ***Exclude All [N]***
[No Label]	5	**Conditional.** Required if the **Include/Exclude Pay Categories** field is ***Include Specified [I]*** or ***Exclude Specified [E]***. Not allowed otherwise. Enter the appropriate pay category types that are to be included in or excluded from the calculation of this deduction. Refer to the Event Category (CATG) window for valid values.
Include/Exclude Deduction Categories	Radio Buttons	**Optional.** Select a value to indicate whether all deduction categories will be included in this benefit plan during processing, all deduction categories will be excluded from this benefit plan during processing, or if only specified deduction categories will be included in or excluded from determining subject gross for this deduction during processing. Default is ***Include All [A]***. Valid values are: • ***Include All [A]*** • ***Include Specified [I]*** • ***Exclude Specified [E]*** • ***Exclude All [N]***
[No Label]	5	**Conditional.** Required if the **Include/Exclude Deduction Categories** field is ***Include Specified [I]*** or ***Exclude Specified [E]***. Not allowed otherwise. Enter the appropriate deduction category types that are to be included in or excluded from the calculation of this deduction. Refer to the Event Category (CATG) window for valid values.

Employment Status (EMPS)

Purpose

The Employment Status (EMPS) window defines and identifies employment statuses. The system refers to the employee's status to determine whether the employee may receive pay, have deductions taken, accrue and use leave and be counted in the workforce. This window also determines the number of months an employee's information can stay in the system with this status before the employee's information is archived.

EMPS Coding Instructions



Field Name	Length	Definition
Status	1	**Required.** Enter a code to indicate the employment status.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	Default is *99/99/99*. Enter the last date the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the employment status code.
Long Description	30	Default is Short Description entry. Enter the new or changed long description of the employment status code.

Base Pay Type	5	**Required.** Enter the code for the base pay type for employees with this status. Valid values are located on the Event Type (EVNT) window.
Number of Months Before Archive	3	**Optional.** Enter the number of months before employee data for a particular status is archived. Enter zero to indicate that any records for employees with this status are never archived.
Accept Leave Events	Checkbox	**Required.** Select to indicate that it is permissible for employees to have leave events while in this status. Clear to indicate employees may not submit leave events while in this status.
Generate Exception Pay	Checkbox	**Required.** Select to indicate that the system should automatically generate exception pay while employees are in this status. Clear to indicate that the system should not generate exception pay for any employees in this status.
Accept Pay Events	Checkbox	**Required.** Select to indicate employees may submit pay events while in this status. Clear to indicate employees cannot submit pay events while in this status.
Generate Paycheck	Checkbox	**Required.** Select to indicate that the system should generate a paycheck for employees in this status. Clear to indicate that the system should not generate a paycheck for employees in this status (also applies to EFT deposits).
Accept One-Time Adjustments	Checkbox	**Required.** Select to indicate that One-Time Deduction (1DED) and One-Time Payment (1PAY) updates can be produced for employees in this employment status. Clear if they cannot be produced.
Generate Leave Accruals	Checkbox	**Required.** Select to indicate that employees in this status should have automated leave accruals generated. Clear to indicate that employees in this status should not have leave accruals automatically generated.
Print Timesheet	Checkbox	**Required.** Select to indicate timesheets should be printed for employee in this status. Clear to indicate timesheets should not be printed for employees in this status.

Count in Workforce	Checkbox	**Required.** Select to indicate employees with this status should be counted as part of the workforce and included in EEO reporting. Clear to indicate employees should not be counted in the workforce and EEO reporting when in this status.

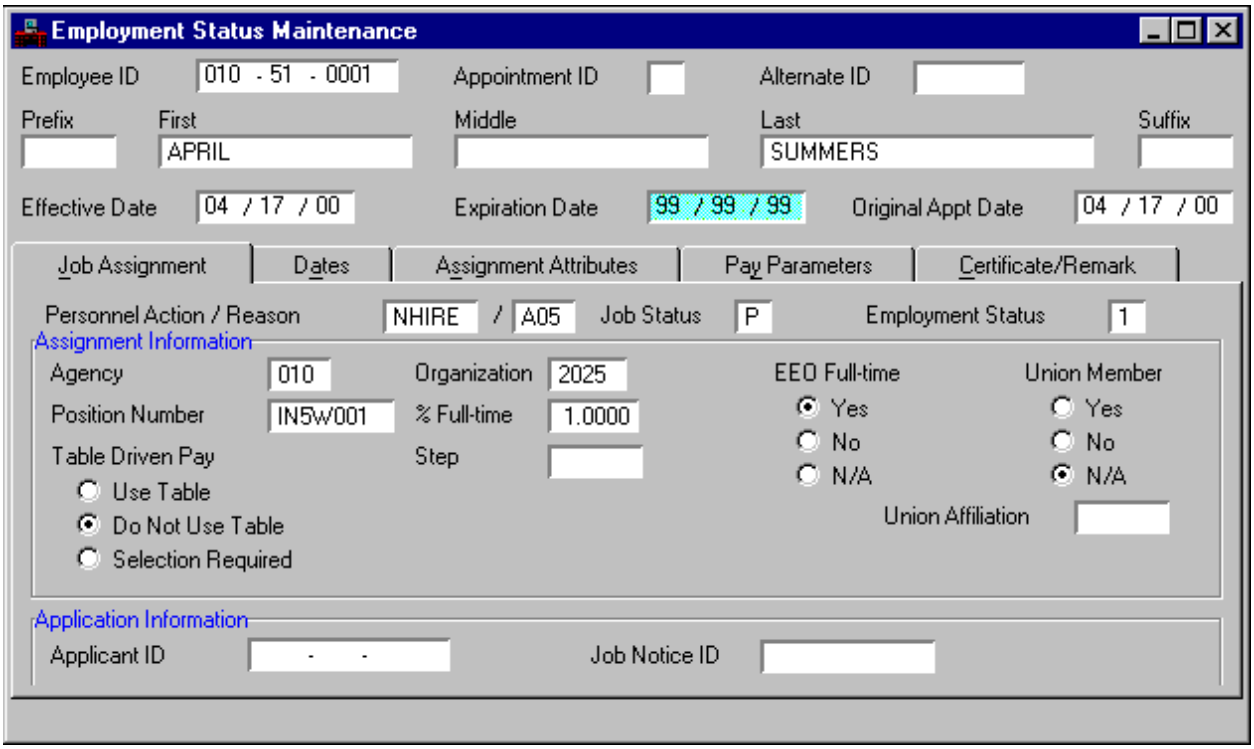
Employment Status Maintenance (ESMT)

Employment Status Maintenance (ESMT)/Job Assignment

Purpose

The Employment Status Maintenance (ESMT) window is used to establish an employee on the system database. It is also used to record all subsequent personnel actions and to view a history of the personnel actions recorded for a given employee, including: increases and decreases in personnel, other employment status changes, salary changes, and other changes to an employee's payroll profile.

ESMT Coding Instructions



Field Name	Length	Definition
HEADER		
Employee ID	10	**Required.** Enter the employee's social security number. Default is blank. If an employee holds more than one position, enter the appointment identification number to indicate which position is affected. Leave blank to indicate the employee's primary appointment.
Appointment ID	1	**Note:** When an employee leaves one agency for employment in another agency and their status in the previous agency is active, the appointment in the new agency is considered secondary. Once the primary appointment has been inactivated in the previous agency, the appointment in the new agency will need to be changed to primary.
Alternate ID	6	**Optional.** Leave blank, or enter the employee's alternate identification code. **Note:** This may be an alpha and/or numeric entry.
Prefix	5	**Optional.** Leave blank, or enter the employee's name prefix (e.g., Mr., Mrs., Dr., etc.). Valid values are located on the Name Prefix (PREX) window.
First	15	**Required.** Enter the employee's first name.
Middle	15	**Optional.** Leave blank, or enter the employee's middle name or initial.
Last	20	**Required.** Enter the employee's last name.
Suffix	5	**Optional.** Leave blank, or enter the employee's name suffix (e.g., Jr., Sr., etc.). Valid values are located on the Name Suffix (SUFX) window.
Effective Date	6	**Required.** Enter the date (*mm/dd/yy*) the employee information is effective.

		Note: When terminating an employee, this date will be the day after the employee's last day physically worked. Displays the last date (*mm/dd/yy*) the employee information is in effect.
Expiration Date	Display Only	**Note:** The system displays 99/99/99 as the expiration date on the most recent transaction. As a subsequent transaction is completed, the expiration date for the previous transaction is automatically updated to the day before the effective date of the new transaction.
Original Appt Date	6	**Required.** Enter the date (*mm/dd/yy*) of the employee's original appointment.
DETAILS		
Personnel Action	5	**Required.** Enter the personnel action code. Valid values are located on the Personnel Action (PACT) window. **Note:** When a change is made to the personnel action, make sure the "Reason" corresponds with the new personnel action.
Reason	3	**Required.** Enter the reason code for the "Personnel Action". Valid values are located on the Personnel Action Reason (PART) window. **Note:** When a change is made to the "Personnel Action", make sure the reason corresponds with the new "Personnel Action".
Job Status	1	**Required.** Enter the job status code to indicate the status of the employee's appointment (e.g., temporary, probationary, etc.). Valid values are located on the Job Status (JOBS) window.
Employment Status	1	**Required.** Enter the employee's employment status code. If the entered "Personnel Action" does not change the employee's employment status, leave the existing employment status entry. Valid values are located on the Employment Status (EMPS) window. **Note:** The employment status must match the "Mandatory Employment Status" field on the Personnel Action (PACT) window

		for the specified personnel action (unless the “Mandatory Employment Status” field on the PACT is blank).
Agency	3	**Required.** Enter the code for the agency to which the employee reports. Valid values are located on the Agency Index (AGCY) window.
Organization	4	**Required.** Enter the code for the organization to which the employee reports. Valid values are located on the Organization Index (ORGN) window.
Position Number	7	**Conditional.** Required if establishing a new employee in the system or making changes to an existing employee’s information. If inactivating an employee in the system, leave blank. Enter the employee’s position number. Valid values are located on the Position by Title Inquiry (QPTL) window.
% Full Time	6	Default is 1.0. Enter the percent of full-time that the employee works in this position. For example, enter 1.0 if the employee works full-time or 0.5 if the employee works 50% time.
Table Driven Pay	Radio Buttons	**Conditional.** If “Use Table” or “Do Not Use Table” was selected on the Position Status Maintenance (PSMT) window, the information will infer from the PSMT. “Use Table” indicates that the employee’s base pay is table-driven (tied to a pay grid), such as UCP grid A, Highway Patrol grid D, Conservation grid, etc. If “Determine by Employee” was selected on the PSMT, the “Selection Required” field will infer on the ESMT, prompting the user to choose either “Use Table” or “Do Not Use Table,” whichever is applicable.
Step	5	**Conditional.** Required if “Use Table” was selected under “Table Driven Pay”; otherwise, optional. Enter the employee’s pay step code. Valid values are located on the Step (STEP) window.
EEO Full-time	Radio Buttons	Defaults to N/A. Select Yes if the employee is considered full-time for EEO classification purposes. Select No if the employee is not considered full-time for EEO classification purposes. Select N/A if there is a secondary appointment ID in the “Appointment ID” field.

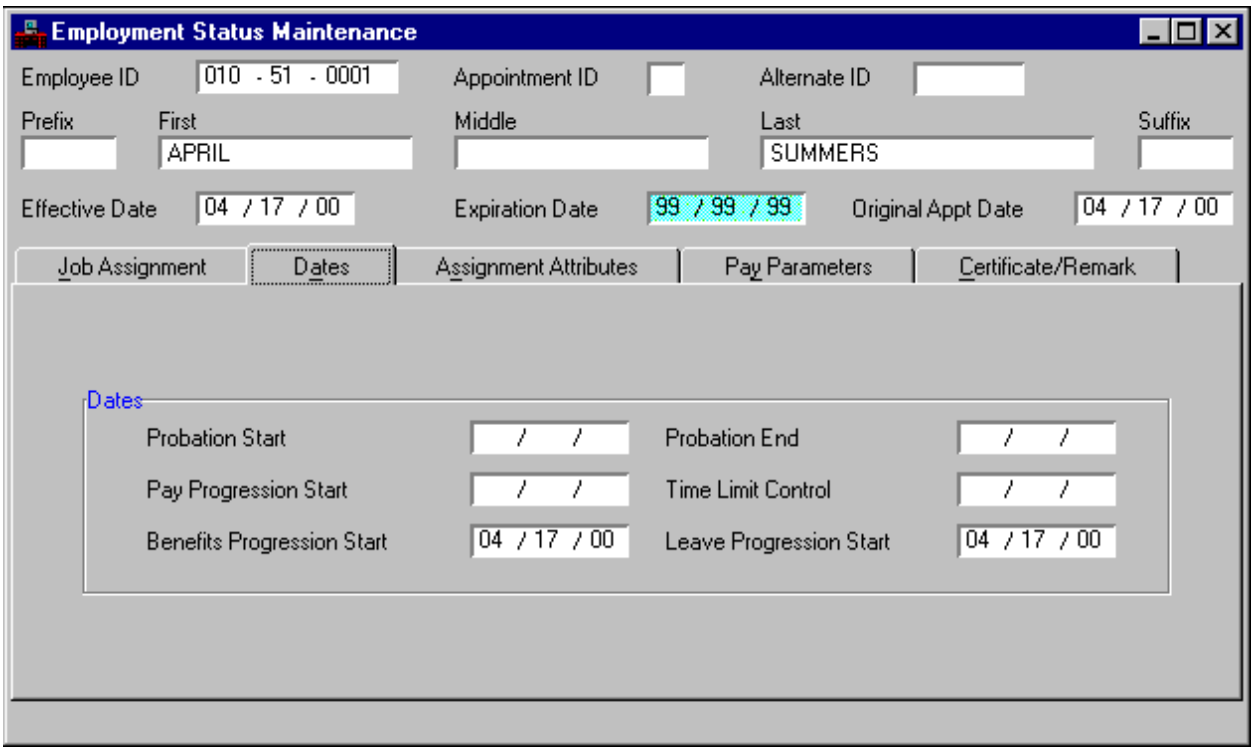
Union Member	Radio Buttons	Defaults to N/A. Select Yes if the employee is an active union member. Select No if the employee is not an active union member. Select N/A if union information is not needed.
Union Affiliation	5	**Optional.** Leave blank, or enter the union local with which the employee is associated. Valid values are located on the Union Local (ULOC) window.
Applicant ID	10	**Optional.** Leave blank, or enter the applicant identification number. Valid values are located on the Applicant Name Inquiry (QANM) window. **Note:** If using the Applicant Tracking subsystem you must enter the Applicant ID on the ESMT, when hiring this applicant, for applicant information to infer to the HR database.
Job Notice ID	10	**Optional.** Leave blank, or enter the job notice identification code. Valid values are located on the Job Notice Roster (QJNT) window. **Note:** If using the Applicant Tracking subsystem you must enter the Job Notice ID on the ESMT, when hiring for this job notice ID, for job notice information to infer to the HR database.

Employment Status Maintenance (ESMT)/Dates

Purpose

The Employment Status Maintenance (ESMT) window is used to establish an employee on the system database. It is also used to record all subsequent personnel actions and to view a history of the personnel actions recorded for a given employee, including: increases and decreases in personnel, other employment status changes, salary changes, and other changes to an employee's payroll profile.

ESMT Coding Instructions



Field Name	Length	Definition
DETAILS		
Probation Start	6	**Optional.** Leave bank, or enter the date (*mm/dd/yy*) the employee's probation period is effective.
Probation End	6	**Conditional.** Required if "Probation Start Date" is entered; otherwise, leave blank. Enter the last date (*mm/dd/yy*) the employee's probation period is in effect.
Pay Progression Start	6	This field is not used by the State of Missouri.
Time Limit Control	6	**Optional.** Leave blank, or enter a tickler date (*mm/dd/yy*) to indicate when further action regarding an employee's appointment/position is required.
Benefits Progression Start	6	**Required.** Enter the date (*mm/dd/yy*) an employee is eligible for a benefit (e.g., state deferred compensation contribution to start one year from the date of employment).

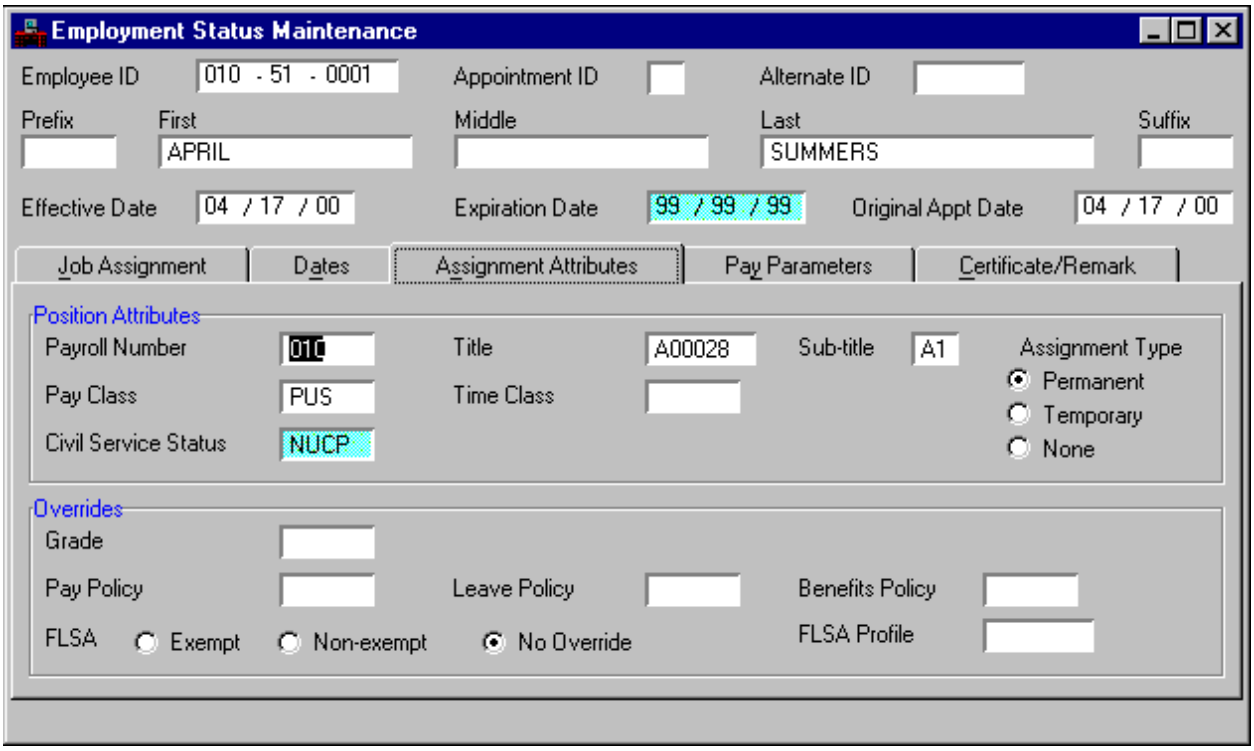
Leave Progression Start	6	**Required.** Enter the date (*mm/dd/yy*) an employee is eligible for a higher annual leave accrual rate. **Note:** If an employee has a break in service, a manually calculated date needs to be entered in this field.

Employment Status Maintenance (ESMT)/Assignment Attributes

Purpose

The Employment Status Maintenance (ESMT) window is used to establish an employee on the system database. It is also used to record all subsequent personnel actions and to view a history of the personnel actions recorded for a given employee, including: increases and decreases in personnel, other employment status changes, salary changes, and other changes to an employee's payroll profile.

ESMT Coding Instructions



Field Name Length Definition

DETAILS

Payroll Number	5	**Required.** Enter the employee's payroll number code. Valid values are located on the Payroll Number (PYNO) window. If left blank, this field will be inferred from the Position Status Maintenance (PSMT) window when the transaction is processed.
Title	6	**Required.** Enter the employee's title code (i.e., class code/index number). Valid values are located on the Title (TITL) window. If left blank, this field will be inferred from the Position Status Maintenance (PSMT) window when the transaction is processed. **Note:** All UCP title codes begin with the letter "U". Title codes for non-UCP agencies begin with a character that corresponds with the agency's name.
Subtitle	2	**Required.** Enter the employee's sub-title code. The sub-title establishes different pay, leave and deduction policies associated with a particular title. Valid values are located on the Sub-Title (STTL) window. If left blank, this field will be inferred from the Position Status Maintenance (PSMT) window when the transaction is processed.
Pay Class	5	**Required.** Enter the employee's pay class code (e.g., hourly/positive pay, salaried/exception pay, etc.). Valid values are located on the Pay Class (PYCL) window. If left blank, this field will be inferred from the Position Status Maintenance (PSMT) window when the transaction is processed.
Time Class	5	**Optional.** Enter the employee's time class code (e. g., full-time, part-time, etc.). Valid values are located on the Time Classification (TCLT) window. If left blank, this field will be inferred from the Position Status Maintenance (PSMT) window when the transaction is processed.
Civil Service Status	5	**Required.** Enter the employee's civil service status code (e.g., UCP merit, UCP non-merit, non-UCP, etc.). Valid values are located on the Civil Service Status (CIVS) window. If left blank, this field will be inferred from the Position Status Maintenance (PSMT) window when the transaction is processed.

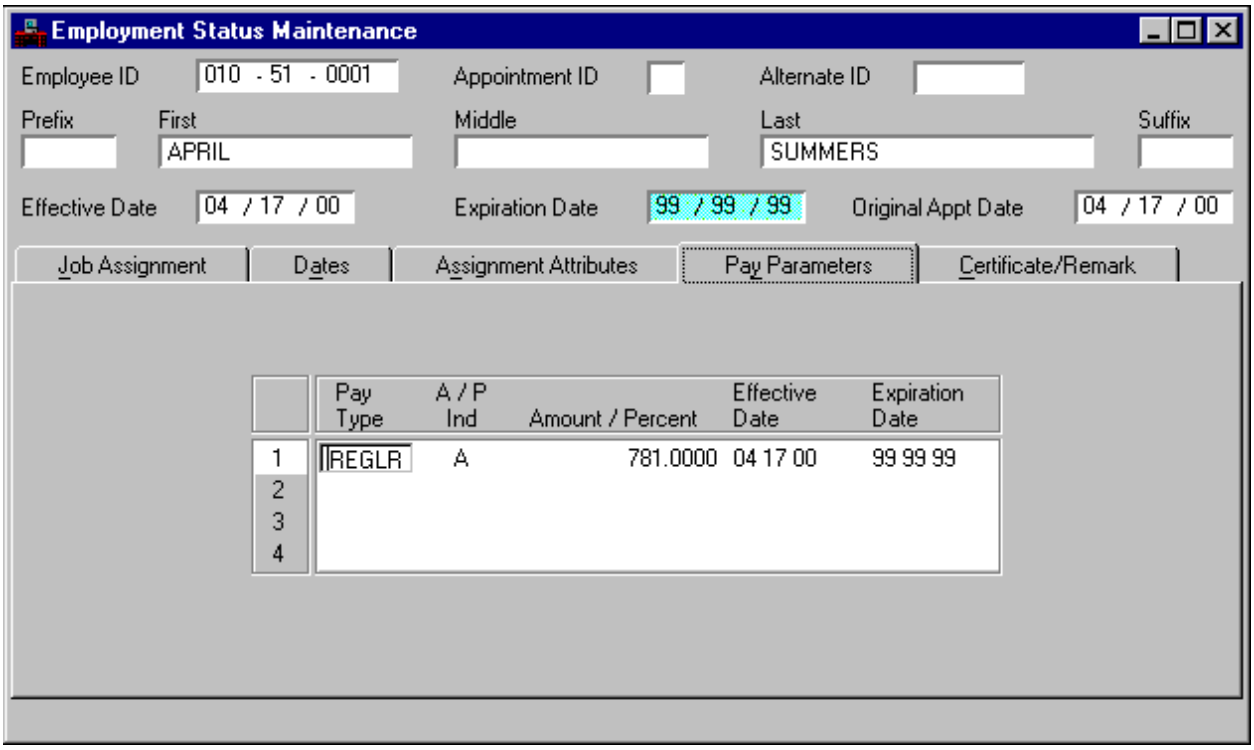
Assignment Type	Radio Buttons	Defaults to None. Select a value to indicate the employee's assignment type. Valid values are Permanent, Temporary and None. **Note:** If left blank, this field will be inferred from the Position Status Maintenance (PSMT) window when the transaction is processed.
Grade	Display Only	If overrides exist on the Position Status Maintenance (PSMT) window for the position, they will be inferred when the transaction is processed. If no overrides exist, this field will remain blank.
Pay Policy	Display Only	If overrides exist on the Position Status Maintenance (PSMT) window for the position, they will be inferred when the transaction is processed. If no overrides exist, this field will remain blank.
Leave Policy	Display Only	If overrides exist on the Position Status Maintenance (PSMT) window for the position, they will be inferred when the transaction is processed. If no overrides exist, this field will remain blank.
Benefits Policy	Display Only	If overrides exist on the Position Status Maintenance (PSMT) window for the position, they will be inferred. If no overrides exist, this field will remain blank.
FLSA	Display Only	If overrides exist on the Position Status Maintenance (PSMT) window for the position, they will be inferred when the transaction is processed. If no overrides exist, this field will remain blank.
FLSA Profile	Display Only	If overrides exist on the Position Status Maintenance (PSMT) window for the position, they will be inferred when the transaction is processed. If no overrides exist, this field will remain blank.

Employment Status Maintenance (ESMT)/Pay Parameters

Purpose

The Employment Status Maintenance (ESMT) window is used to establish an employee on the system database. It is also used to record all subsequent personnel actions and to view a history of the personnel actions recorded for a given employee, including: increases and decreases in personnel, other employment status changes, salary changes, and other changes to an employee's payroll profile.

ESMT Coding Instructions



Field Name	Length	Definition
DETAILS		
Pay Type	5	**Conditional.** If the “Table Driven Pay” checkbox is not selected, at least one pay type must be entered to represent the employee’s base pay. If the “Table Driven Pay” checkbox is selected, pay type represents types of pay other than base pay. Enter the type of pay (e.g., regular pay, shift differential, etc.). Valid values are located on the Event (EVNT) window.
A/P Ind	1	**Conditional.** Required if the “Table-Driven Pay” checkbox is not selected and “Pay Type” represents base pay. Optional if the “Table-Driven Pay” checkbox is not selected and “Pay Type”does not represent base pay, or if the “Table Driven Pay” checkbox is selected. Specify whether the rate of pay is expressed as an amount or percent. Valid values are A if the rate is an amount and P if the rate is a percent. **Note:** If pay type is not base pay and “Pay Rate” is entered on the

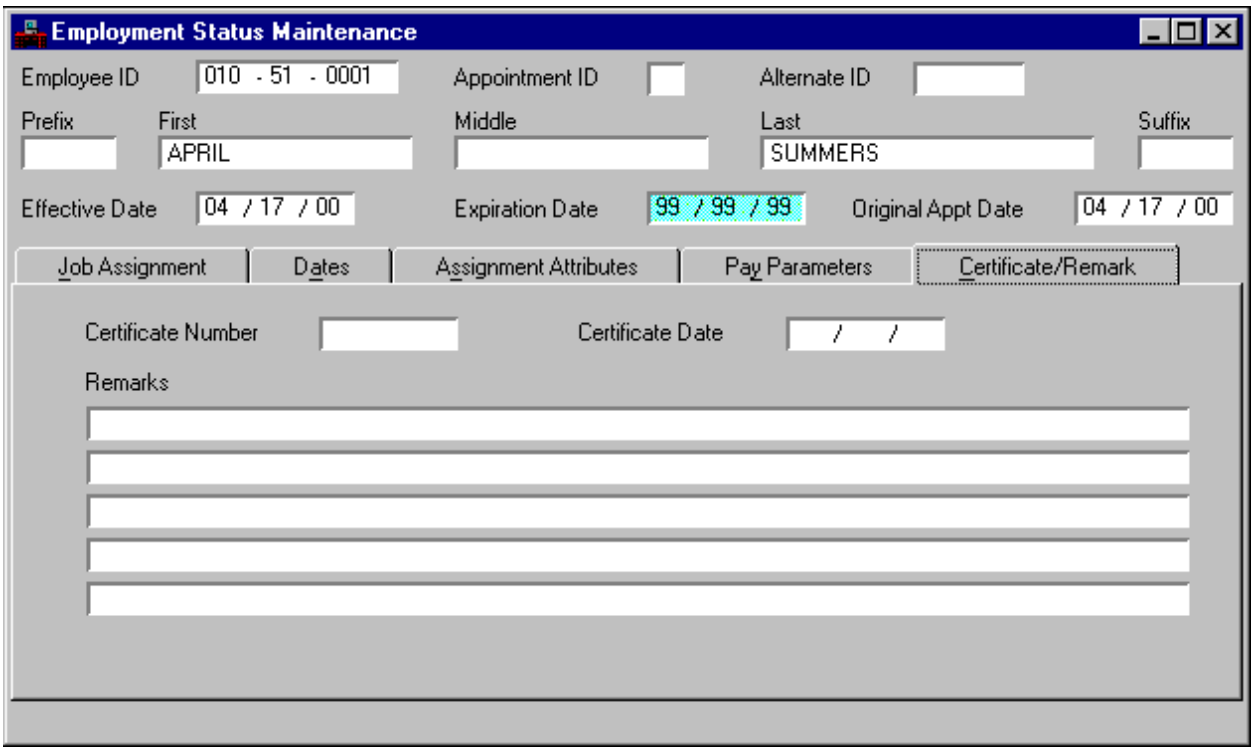
		Pay Policy Rate (PPRT), or “Pay Percent” or “Pay Type Amount” are entered on the Pay Event Type (PPET) window, leave this field blank. **Conditional.** Required if “A/P Ind” is specified; otherwise, leave blank. Enter a dollar amount if the “A/P Ind” is “A”. Enter a percentage if the “A/P Ind” is “P”.
Amount/Percent	17	**Note:** For non-table-driven base pay, the amount that is entered is the amount that will be paid. For example, an employee with a monthly base pay rate of $2,000 (semi-monthly, $1,000) works 50% time. The amount entered is $500 (50% of the semi-monthly $1,000 rate).
Effective Date	6	**Conditional.** Required if “Pay Type” is entered; otherwise, leave blank. Enter the date (*mm/dd/yy*) that pay type information is effective.
Expiration Date	6	Defaults to 99/99/99 if “Pay Type” is entered. Enter the last date (*mm/dd/yy*) the pay type information is in effect.

Employment Status Maintenance (ESMT)/Certificate/Remarks

Purpose

The Employment Status Maintenance (ESMT) window is used to establish an employee on the system database. It is also used to record all subsequent personnel actions and to view a history of the personnel actions recorded for a given employee, including: increases and decreases in personnel, other employment status changes, salary changes, and other changes to an employee's payroll profile.

ESMT Coding Instructions



Field Name	Length	Definition
DETAILS		
Certificate Number	7	**Optional.** Leave blank, or enter the number of the certificate that an employee is on when hired or promoted in a merit agency.
Certificate Date	6	**Optional.** Leave blank, or enter the date (mm/dd/yy) the certificate that an employee is on when hired or promoted is provided to a merit agency.
Remarks		**Optional.** Leave blank, or enter any additional comments.

Employment Status Maintenance Log Detail Inquiry (QESD)

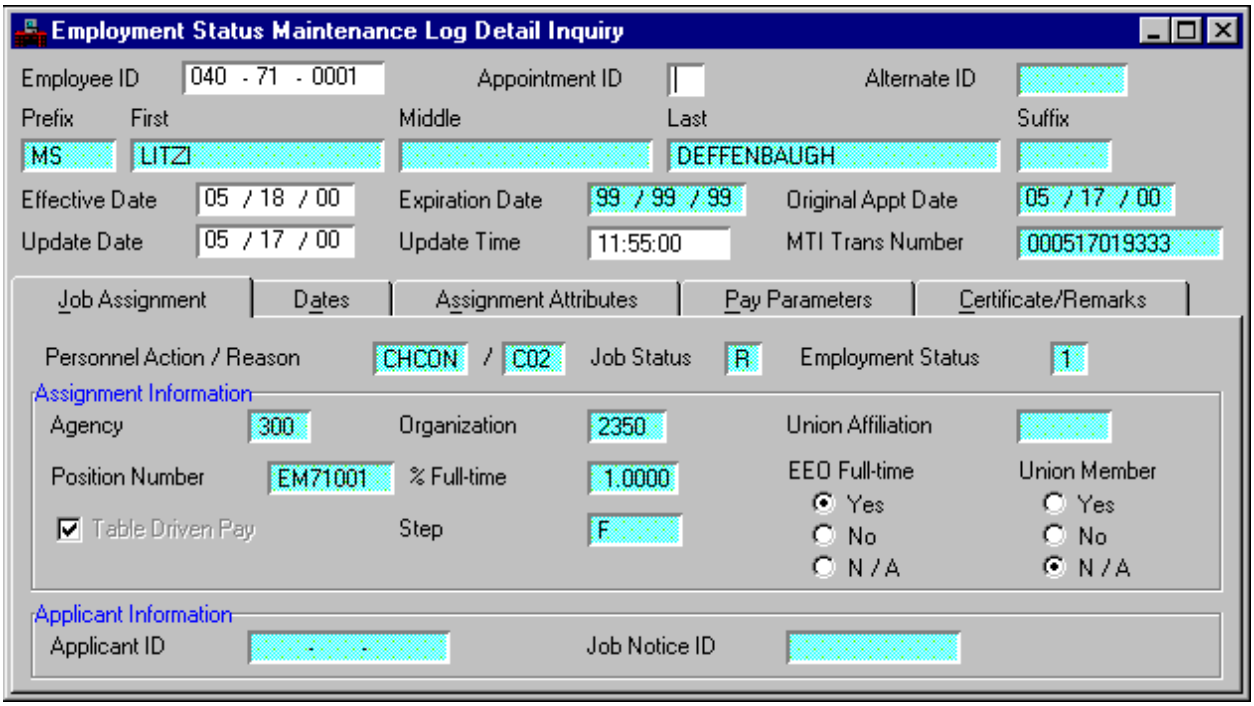
Employment Status Maintenance Log Detail Inquiry (QESD)/Job Assignment

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Purpose

The Employment Status Maintenance Log Detail Inquiry (QESD) provides a quick way to scan a broad range of basic employee information. The information displayed on this window is entered through the Employment Status Maintenance (ESMT) window. Any changes made on the Employee Status Maintenance (ESMT) window are logged on this window. Note: Deleted Employment Status Maintenance (ESMT) window transactions are shown with all employee information, except for the employee's pay parameters. Employment Status Maintenance (ESMT) window transactions that are deleted using the Undo action are shown with the Employee ID, Employee Name, Appointment ID, Original Appointment Date, Update Time , Update Date , and MTI Trans Number fields displaying data. All other information is blank, and a message indicating the assignment was deleted is displayed. Selection Criteria is the Employee ID; however, all other fields may be entered to access more specific information.

QESD Coding Instructions



Field Name	Length	Definition
HEADER		
Employee ID	10	**Required.** Enter the employee's identification number.
Appointment ID	1	**Optional.** If the employee holds more than one appointment, enter the appropriate appointment identification number for the

		employee. If this field is blank, the employee data pertains to the employee's primary appointment.
Alternate ID	Display Only	Displays the employee's alternate ID, if any.
Prefix	Display Only	Displays the prefix, if any, to the employee's name (i. e. , Mr., Ms., or Mrs.).
First	Display Only	Displays the employee's first name.
Middle	Display Only	Displays the employee's middle name, if any.
Last	Display Only	Displays the employee's last name.
Suffix	Display Only	Displays the employee's name suffix (e. g., Jr., Sr., etc.), if any.
Effective Date	6	Displays the date the employee information became effective.
Expiration Date	Display Only	Displays the date the employee information expired.
Update Date	6	Displays the date the information was updated.
Original Appt Date	Display Only	Displays the date of the employee's original appointment.
Update Time	8	Displays the time the information was updated.
MTI Trans Number	Display Only	Displays the Master Table Interface (MTI) transaction number that was assigned to the change made to the employee window.
DETAILS		
Personnel Action/Reason	Display Only	Displays the type of personnel action being effected. If a reason for the personnel action was entered, it is also displayed.
Employment Status	Display Only	Displays the employee's employment status.

Agency	Display Only	Displays the agency (i. e., operating entity) to which the employee reports.
Organization	Display Only	Displays the organization to which the employee reports.
Union Affiliation	Display Only	Displays the employee's union affiliation, if any.
Position Number	Display Only	If the Position Control Subsystem (PCS) is utilized, the position number is used to verify authorizations and infer position attributes for the appointment process.
% Full Time	Display Only	Displays the percentage of time that the employee works full-time in this position (title).
Table Driven Pay	Display Only	Indicates if the employee's base pay is driven by a table.
Step	Display Only	Displays the employee's step.
EEO Full-time	Radio Button	If the employee is considered full-time for EEO classification purposes, Yes is indicated. Otherwise, No or Not Applicable is indicated.
Union Member	Radio Button	the employee is a union member, Yes is indicated. Otherwise, No or Not Applicable is indicated.
Applicant ID	Display Only	If the Applicant Tracking Subsystem (ATS) is utilized, displays the Applicant ID, if any.
Job Notice ID	Display Only	If the Applicant Tracking Subsystem (ATS) is utilized, displays the Job Notice ID, if any.

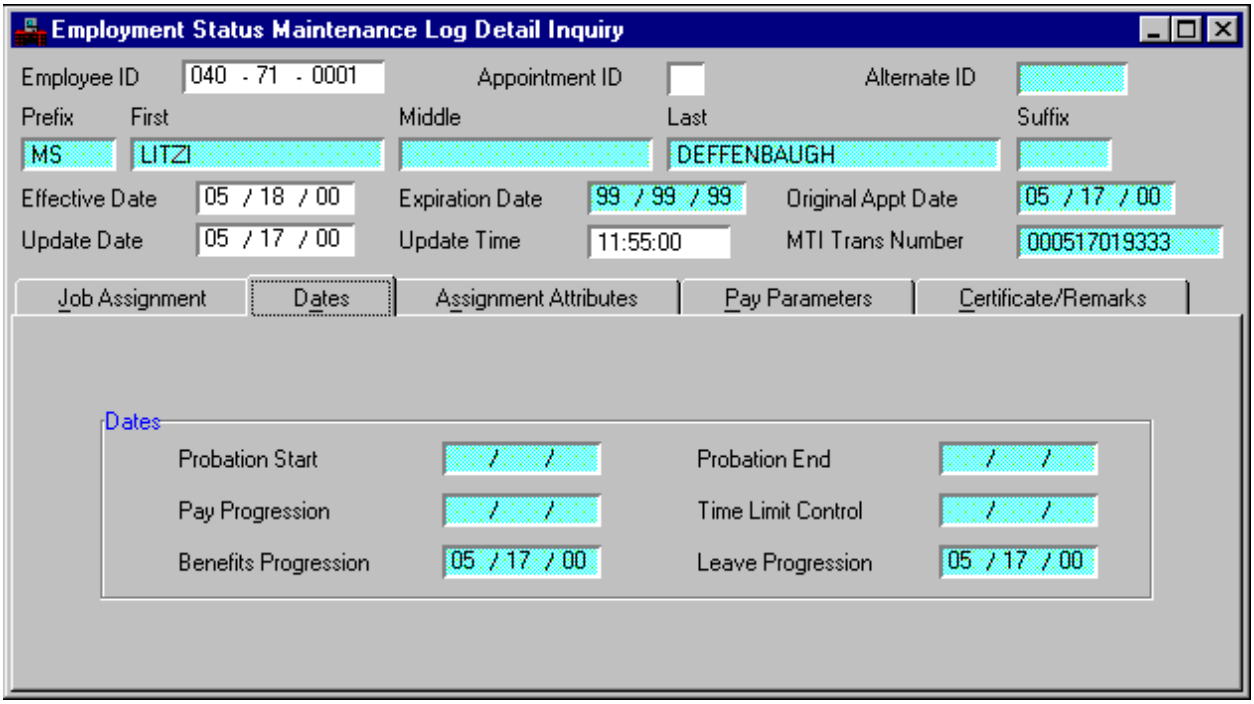
Employment Status Maintenance Log Detail Inquiry (QESD)/Dates

Purpose

The Employment Status Maintenance Log Detail Inquiry (QESD) provides a quick way to scan a broad range of basic employee information. The information displayed on this

window is entered through the Employment Status Maintenance (ESMT) window. Any changes made on the Employee Status Maintenance (ESMT) window are logged on this window. Note: Deleted Employment Status Maintenance (ESMT) window transactions are shown with all employee information, except for the employee's pay parameters. Employment Status Maintenance (ESMT) window transactions that are deleted using the Undo action are shown with the Employee ID, Employee Name, Appointment ID, Original Appointment Date, Update Time , Update Date , and MTI Trans Number fields displaying data. All other information is blank, and a message indicating the assignment was deleted is displayed. Selection Criteria is the Employee ID; however, all other fields may be entered to access more specific information.

QESD Coding Instructions



Field Name	Length	Definition
DETAILS		
Probation Start	Display Only	Displays the first date of an employee's probation, if applicable.
Probation End	Display Only	Displays the last date of an employee's probation, if applicable.

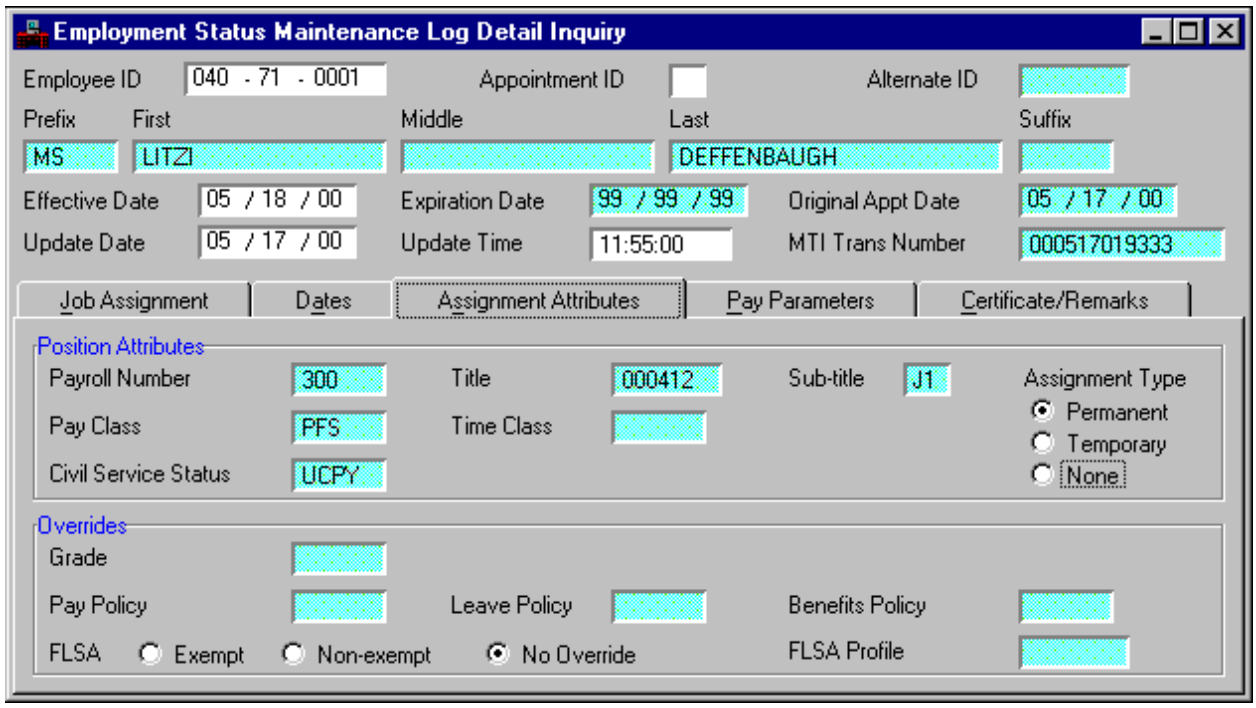
Pay Progression	Display Only	Displays the progression start date used in calculating table driven pay.
Benefits Progression	Display Only	Displays the date used to calculate a rate for certain benefits, if applicable.
Leave Progression	Display Only	Displays the date used to calculate the rate used for automated leave accrual.

Employment Status Maintenance Log Detail Inquiry (QESD)/Assignment Attributes

Purpose

The Employment Status Maintenance Log Detail Inquiry (QESD) provides a quick way to scan a broad range of basic employee information. The information displayed on this window is entered through the Employment Status Maintenance (ESMT) window. Any changes made on the Employee Status Maintenance (ESMT) window are logged on this window. Note: Deleted Employment Status Maintenance (ESMT) window transactions are shown with all employee information, except for the employee's pay parameters. Employment Status Maintenance (ESMT) window transactions that are deleted using the Undo action are shown with the Employee ID, Employee Name, Appointment ID, Original Appointment Date, Update Time, Update Date, and MTI Trans Number fields displaying data. All other information is blank, and a message indicating the assignment was deleted is displayed. Selection Criteria is the Employee ID; however, all other fields may be entered to access more specific information.

QESD Coding Instructions



Field Name	Length	Definition
DETAILS		
Payroll Number	Display Only	Displays the employee's payroll number.
Title	Display Only	Displays the employee's title.
Sub-title	Display Only	Displays the employee's sub-title, if any.
Pay Class	Display Only	Displays the employee's pay class.
Time Class	Display Only	Displays the employee's time class.
Civil Service Status	Display Only	Displays the employee's civil service status.
Assignment Type	Radio Button	The employee's type of assignment is either indicated as Permanent, Temporary, or None.

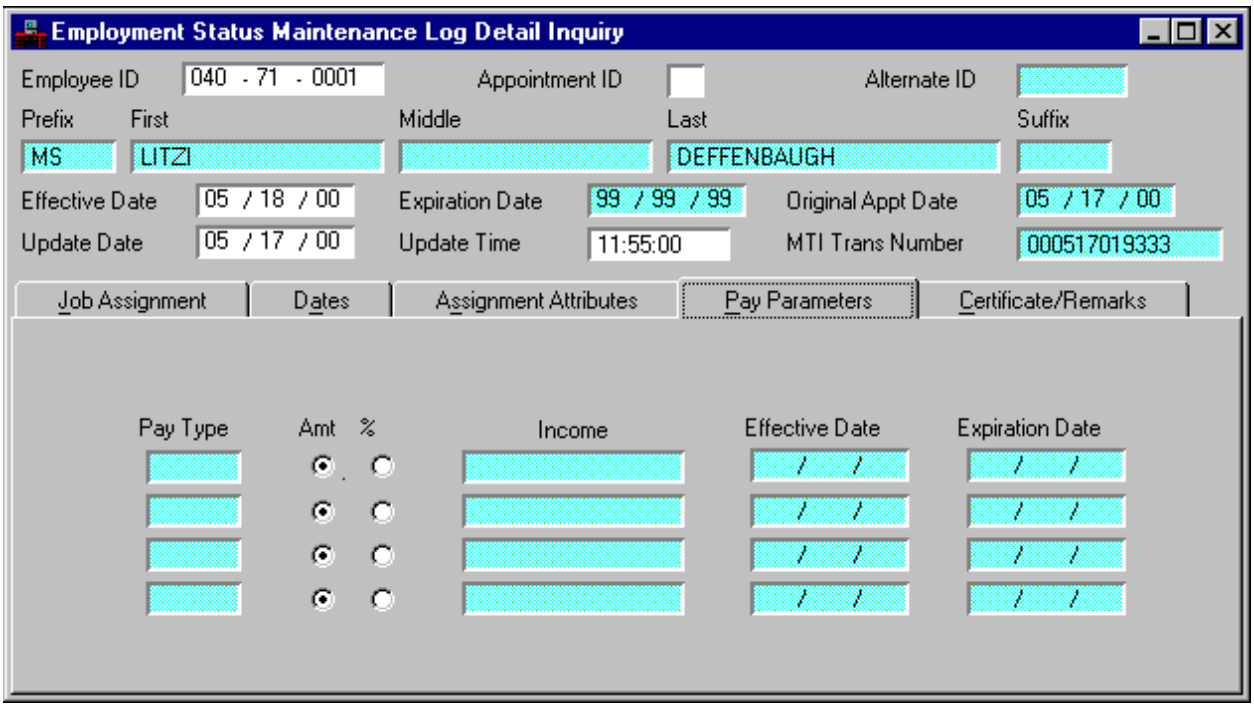
Grade	Display Only	Displays the employee's grade override, if any.
Pay Policy	Display Only	Displays the employee's pay policy override code, if any.
Leave Policy	Display Only	Displays the employee's leave policy override code, if any.
Benefits Policy	Display Only	Displays the employee's benefits policy override code, if any.
FLSA	Radio Button	Displays whether the employee's FLSA eligibility has been overridden.
FLSA Profile	Display Only	Displays the employee's FLSA profile override code, if any.

Employment Status Maintenance Log Detail Inquiry (QESD)/Pay Parameters

Purpose

The Employment Status Maintenance Log Detail Inquiry (QESD) provides a quick way to scan a broad range of basic employee information. The information displayed on this window is entered through the Employment Status Maintenance (ESMT) window. Any changes made on the Employee Status Maintenance (ESMT) window are logged on this window. Note: Deleted Employment Status Maintenance (ESMT) window transactions are shown with all employee information, except for the employee's pay parameters. Employment Status Maintenance (ESMT) window transactions that are deleted using the Undo action are shown with the Employee ID, Employee Name, Appointment ID, Original Appointment Date, Update Time, Update Date, and MTI Trans Number fields displaying data. All other information is blank, and a message indicating the assignment was deleted is displayed. Selection Criteria is the Employee ID; however, all other fields may be entered to access more specific information.

QESD Coding Instructions



Field Name	Length	Definition
DETAILS		
Pay Type(1-4)	Display Only	Displays the employee's pay type.
Amt and %	Radio Button	Selects Amt if the pay rate is based on a specific amount. Selects % if the pay rate is based on a percentage.
Income	Display Only	The amount of income is displayed if amount was selected. The percentage of base pay is displayed if percent was selected.
Effective Date (1-4)	Display Only	Displays the date pay data became effective.
Expiration Date (1-4)	Display Only	Displays the date pay data expires.

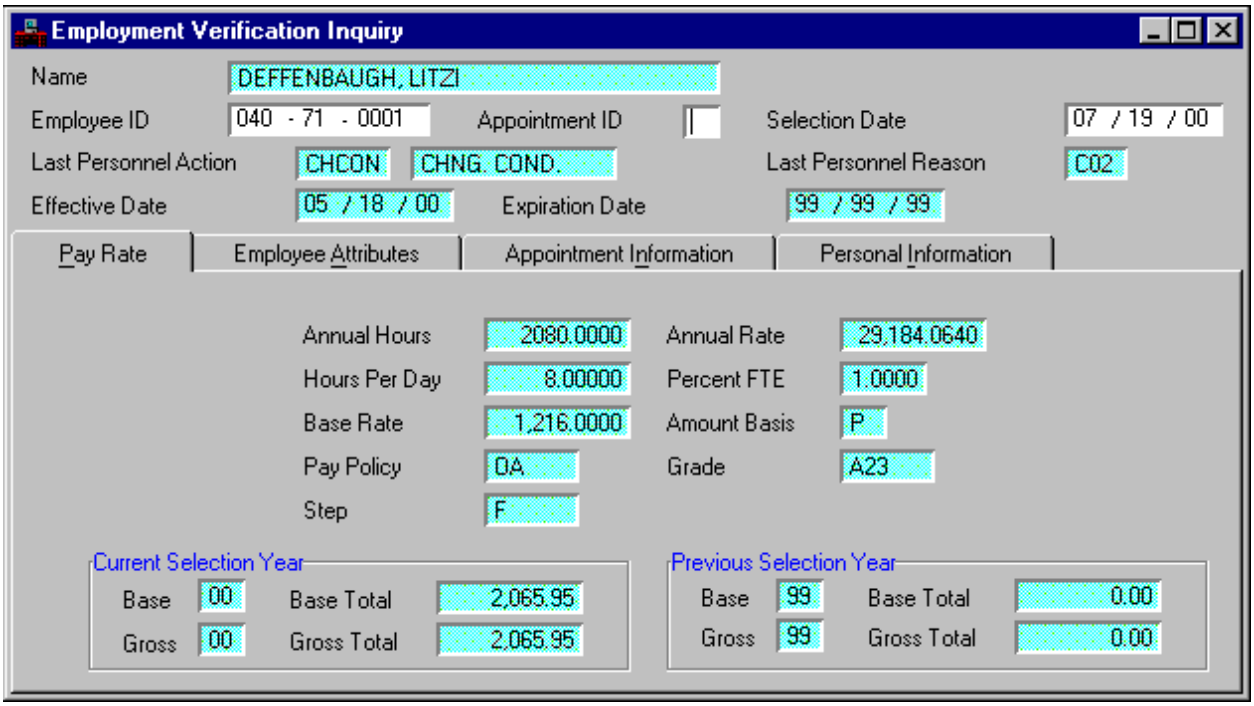
Employment Verification Inquiry (QVER)

Employment Verification Inquiry (QVER)/Pay Rate

Purpose

The Employment Verification Inquiry (QVER) window is used to display consolidated employee information taken from the Employment Status Maintenance, Employee Address, and Employee Attribute windows. Selection Criteria include Employee ID, Appointment ID and Selection Date.

QVER Coding Instructions



Field Name	Length	Definition
HEADER		
Name	Display Only	Displays the employee's full name (last name, first name, and middle initial).
Employee ID	10	**Required.** Enter the employee's social security number.
Appointment ID	1	**Optional.** If the employee holds more than one position, an Appointment ID is assigned to an employee to identify secondary appointments. If you leave this field is blank, the displayed employee data pertains to the employee's primary appointment. If

		you enter an ID in this field, the employee data pertains to the identified secondary appointment.
Selection Date	6	**Optional.** Enter the date for which you want to view employee data. This field defaults to the system date.
Last Personnel Action (1-2)	Display Only	**Optional.** Enter the date for which you want to view employee data. This field defaults to the system date.
Last Personnel Reason	Display Only	Displays the last personnel action taken on the employee. Both the code and description are displayed.
Effective Date	Display Only	Displays the date the assignment became effective.
Expiration Date	Display Only	Displays the date the assignment expires.
DETAILS		
Annual Hours	Display Only	Displays the average number of hours the employee has been slated to work in the selection year.
Annual Rate	Display Only	Displays the employee's annual salary.
Hours Per Day	Display Only	Displays the average number of hours the employee works per day for the given assignment.
Percent FTE	Display Only	Displays the percentage of full time the employee works.
Base Rate	Display Only	Displays the employee's base rate of pay.
Amount Basis	Display Only	Displays the amount basis for the base rate (i.e., annual, hourly, weekly, and daily).
Pay Policy	Display Only	Displays the employee's pay policy.
Grade	Display Only	Displays the employee's grade.

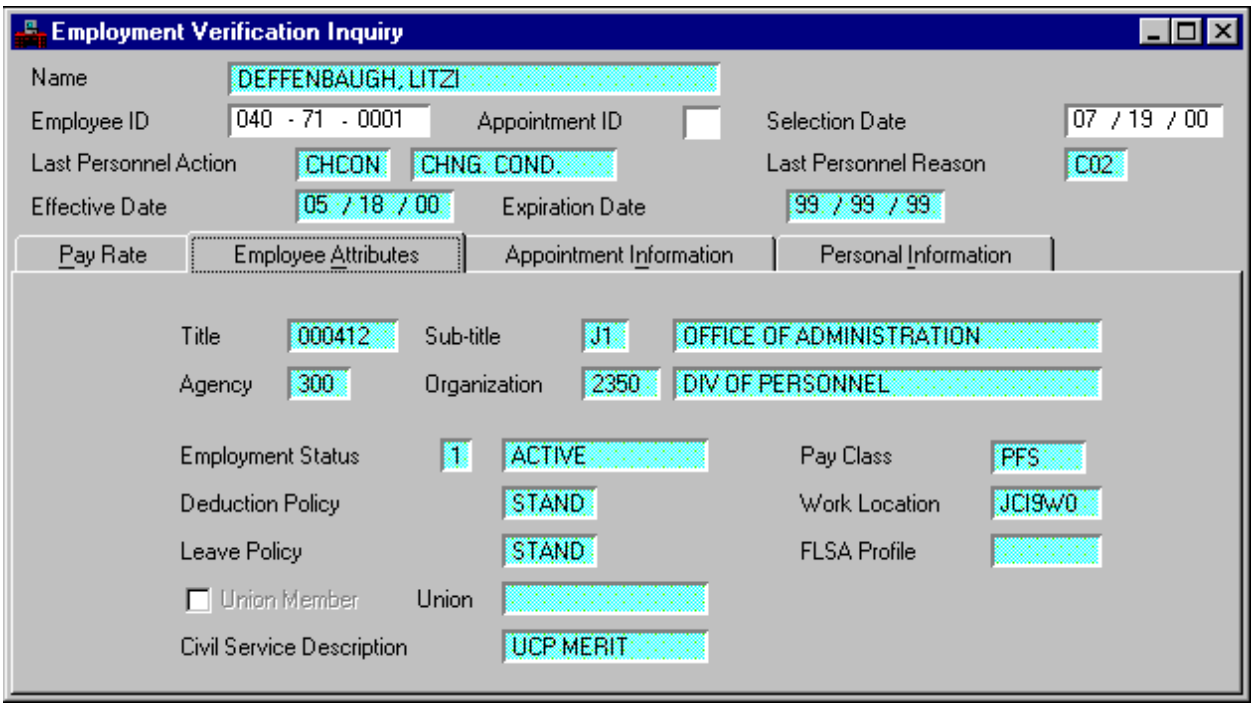
Step	Display Only	Displays the employee's step.
Base	Display Only	Displays the year of the selection date.
Base Total	Display Only	Displays the employee's total base pay for the selection year.
Gross	Display Only	Displays the year of the selection date.
Gross Total	Display Only	Displays the employee's total gross pay for the selection year.
Base	Display Only	Displays the year previous to the selection year.
Base Total	Display Only	Displays total base pay for the year previous to the selection year.
Gross	Display Only	Displays the year previous to the selection year.
Gross Total	Display Only	Displays the total gross pay for the year previous to the selection year.

Employment Verification Inquiry (QVER)/Employee Attributes

Purpose

The Employment Verification Inquiry (QVER) window is used to display consolidated employee information taken from the Employment Status Maintenance, Employee Address, and Employee Attribute windows. Selection Criteria include Employee ID, Appointment ID and Selection Date.

QVER Coding Instructions



Field Name	Length	Definition
DETAILS		
Title	Display Only	Displays the employee's title.
Sub-title (1-2)	Display Only	Displays the employee's subtitle.
Agency	Display Only	Displays the employee's agency.
Organization (1-2)	Display Only	Displays the employee's organization.
Employment Status (1-2)	Display Only	Displays the employee's employment status.
Pay Class	Display Only	Displays the employee's pay class.
Deduction Policy	Display Only	Displays the employee's deduction policy.

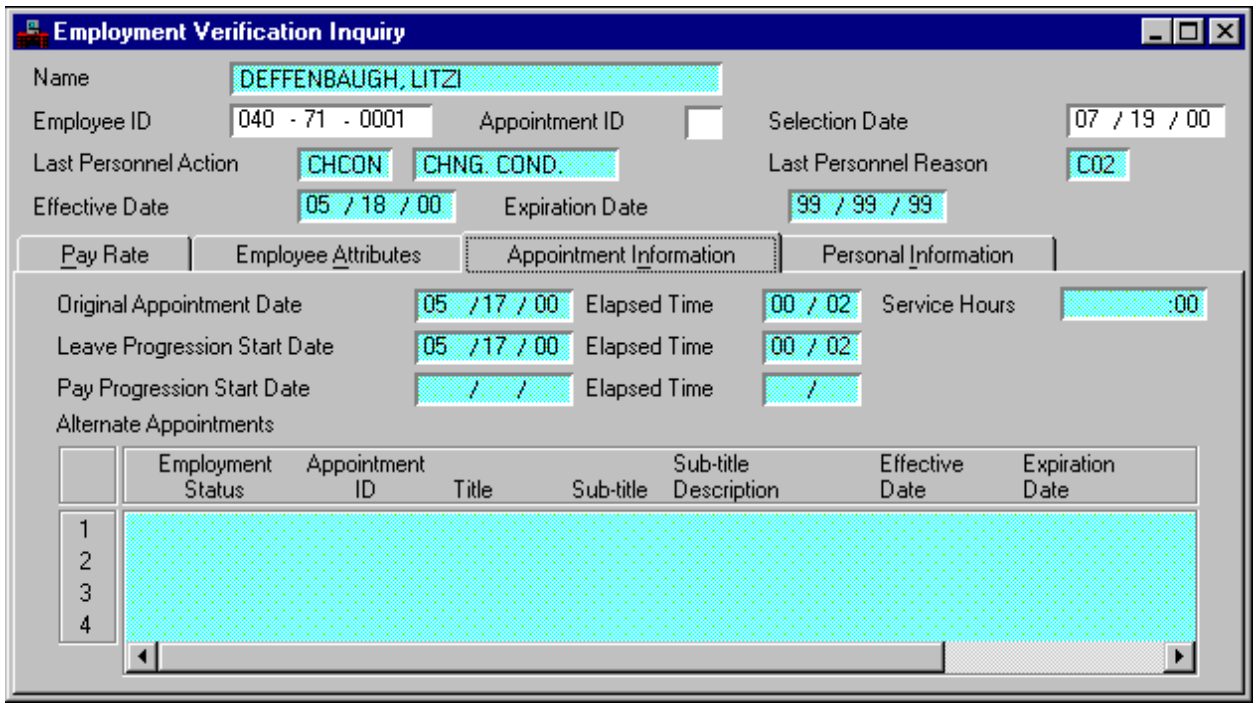
Work Location	Display Only	Displays the employee's work location.
Leave Policy	Display Only	Displays the employee's leave policy.
FLSA profile	Display Only	Displays the employee's FLSA profile code.
Union Member	Display Only	If the employee is a member of a union, this field is selected; otherwise, the field is not selected.
Union	Display Only	If the employee belongs to a union, the union description is displayed.
Civil Service Description	Display Only	Displays the employee's civil service status description.

Employment Verification Inquiry (QVER)/Appointment Information

Purpose

The Employment Verification Inquiry (QVER) window is used to display consolidated employee information taken from the Employment Status Maintenance, Employee Address, and Employee Attribute windows. Selection Criteria include Employee ID, Appointment ID and Selection Date.

QVER Coding Instructions



Field Name	Length	Definition
DETAILS		
Original Appointment Date	Display Only	Displays the employee's title.
Elapsed Time	Display Only	Displays the employee's subtitle.
Service Hours	Display Only	Displays the employee's agency.
Leave Progression Start Date	Display Only	Displays the employee's organization.
Elapsed Time	Display Only	Displays the employee's employment status.
Pay Progression Start Date	Display Only	Displays the employee's pay class.
Elapsed Time	Display Only	Displays the employee's deduction policy.

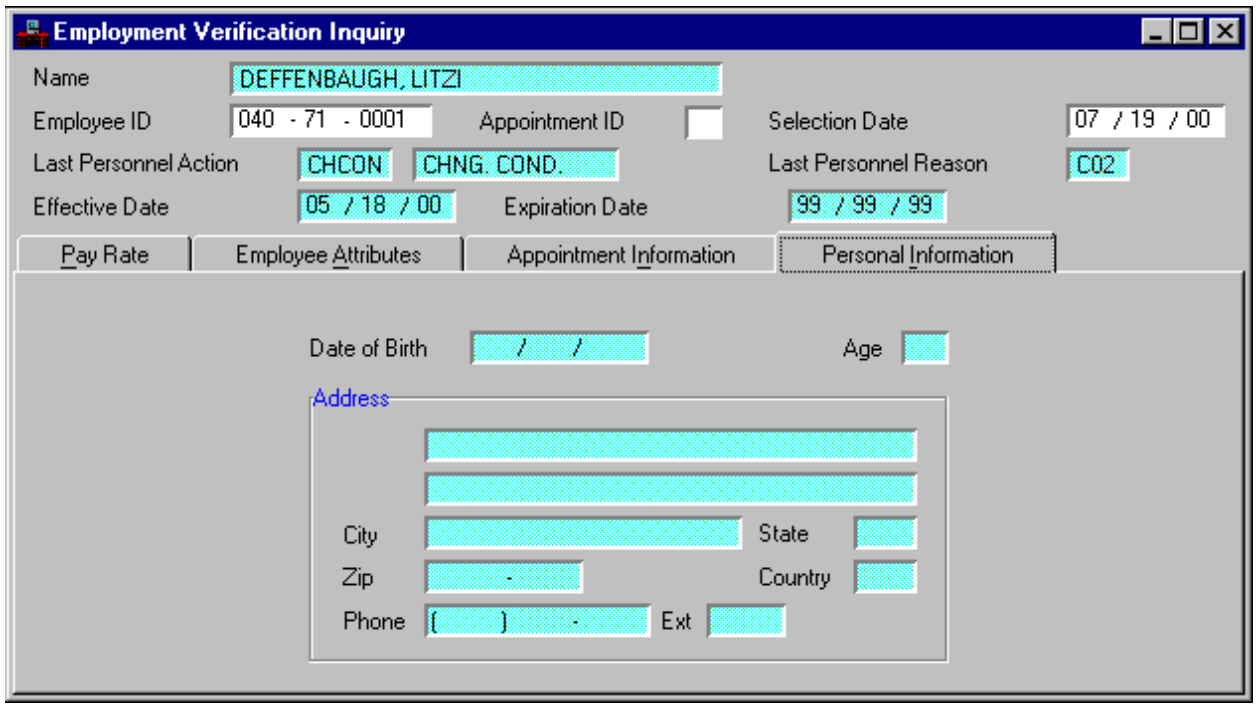
Employment Status	Display Only	Displays the employee's work location.
Appointment ID	Display Only	Displays the employee's leave policy.
Title	Display Only	Displays the employee's FLSA profile code.
Sub-title	Display Only	If the employee is a member of a union, this field is selected; otherwise, the field is not selected.
Sub-title Description	Display Only	If the employee belongs to a union, the union description is displayed.
Effective Date	Display Only	Displays the employee's civil service status description.
Expiration Date	Display Only	Displays the date the assignment for the appointment summarized in the line expires.
Base Pay Rate	Display Only	NOTHING IN FIELD HELP
Amount Basis	Display Only	NOTHING IN FIELD HELP

Employment Verification Inquiry (QVER)/Personal Information

Purpose

The Employment Verification Inquiry (QVER) window is used to display consolidated employee information taken from the Employment Status Maintenance, Employee Address, and Employee Attribute windows. Selection Criteria include Employee ID, Appointment ID and Selection Date.

QVER Coding Instructions



Field Name	Length	Definition
DETAILS		
Date of Birth	Display Only	Displays the employee's birthdate.
Age	Display Only	Displays the employee's age.
Address (1-3)	Display Only	If the employee's mailing address and home address differ, the mailing address is displayed. Otherwise, the employee's home address is displayed.
City	Display Only	Displays the employee's city.
State	Display Only	Displays the employee's state.
Zip	Display Only	Displays the employee's zip code.

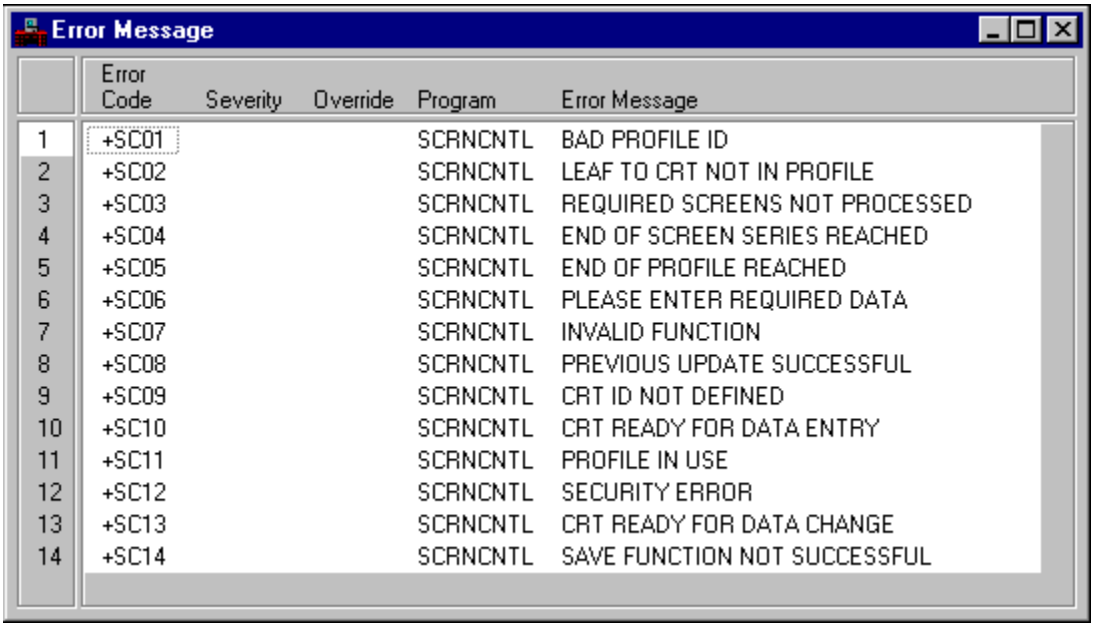
Country	Display Only	Displays the employee's country.
Phone	Display Only	Displays the employee's phone number.
Ext	Display Only	Displays the employee's phone extension.

Error Message (ETAB)

Purpose

NO HELP FILES AVAILABLE

ETAB Coding Instructions



Field Name	**Length**	**Definition**
Error Code	5	
Severity	1	
Override	2	

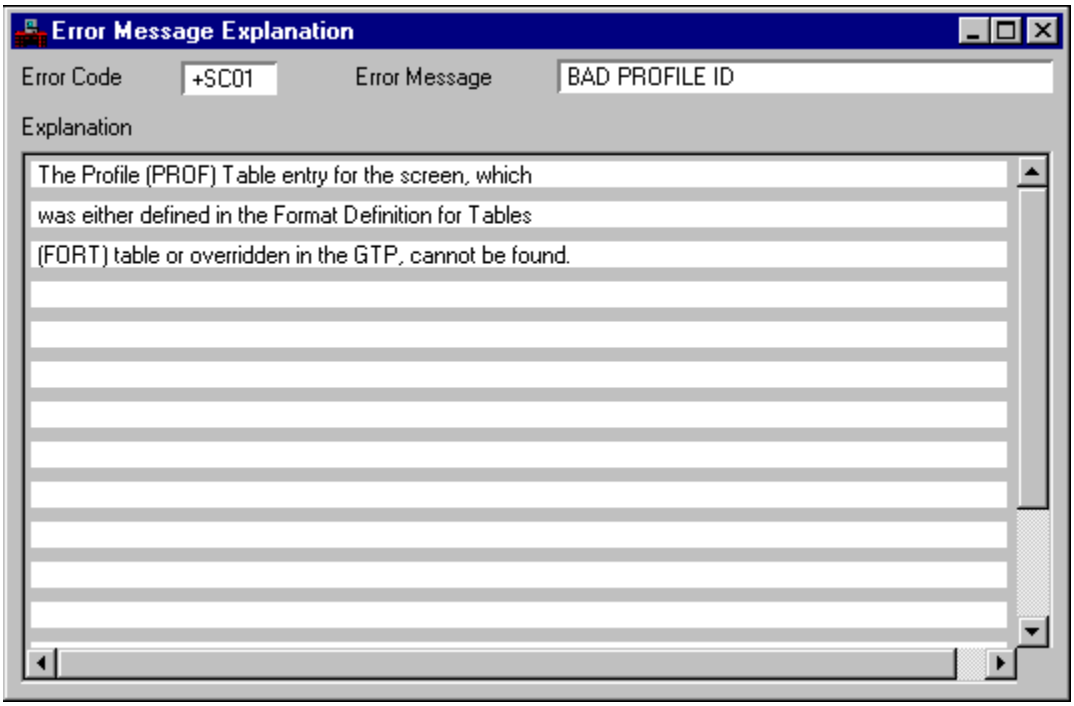
Program	8
Error Message	30

Error Message Explanation (EMEX)

Purpose

NO HELP FILES AVAILABLE

EMEX Coding Instructions



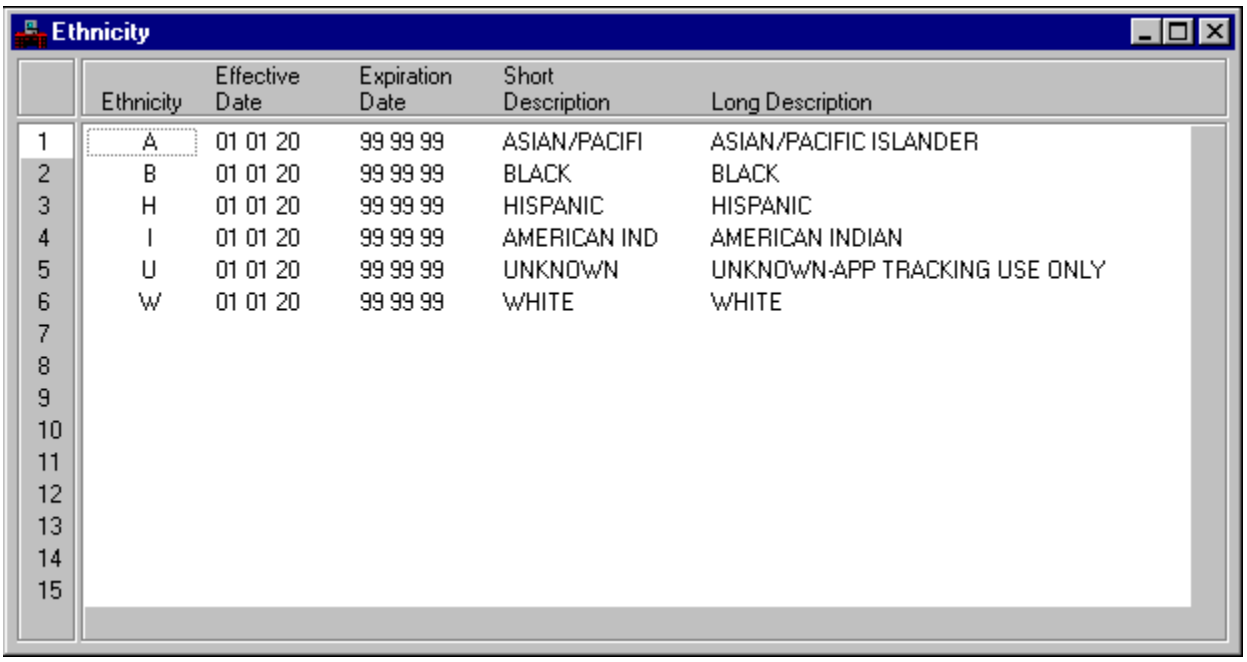
Field Name	Length	Definition
Error Code	5	
Error Message	30	
Explanation	17x60	

Ethnicity (ETHN)

Purpose

The Ethnicity (ETHN) window defines the codes which identify the different possible ethnic background codes of employees and applicants.

ETHN Coding Instructions



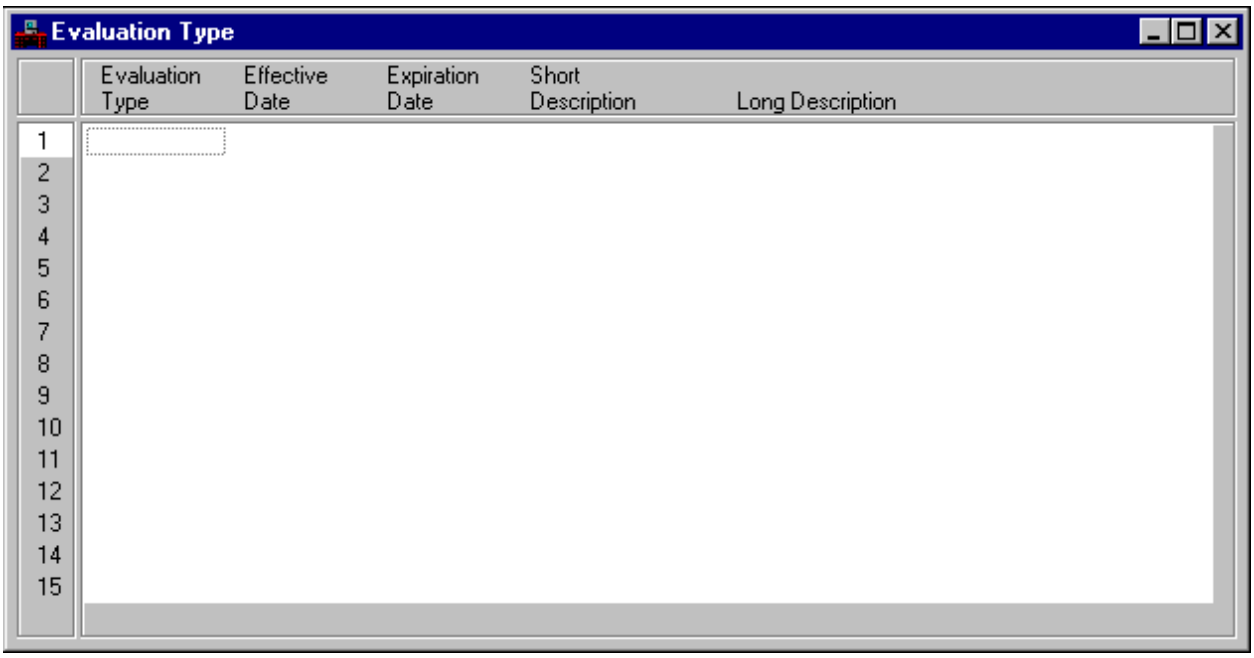
Field Name	Length	Definition
Ethnicity	1	**Required.** Enter the ethnicity code you are adding, changing or expiring.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	Default is 99/99/99. Enter the last date the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the ethnicity code.
Long Description	30	Default is Short Description entry. Enter the new or changed long description of the ethnicity code.

Evaluation Type (ETYP)

Purpose

The Evaluation Type (ETYP) window defines the codes which describe the types of reviews employees can receive during an evaluation period, such as a salary review or a performance review.

ETYP Coding Instructions



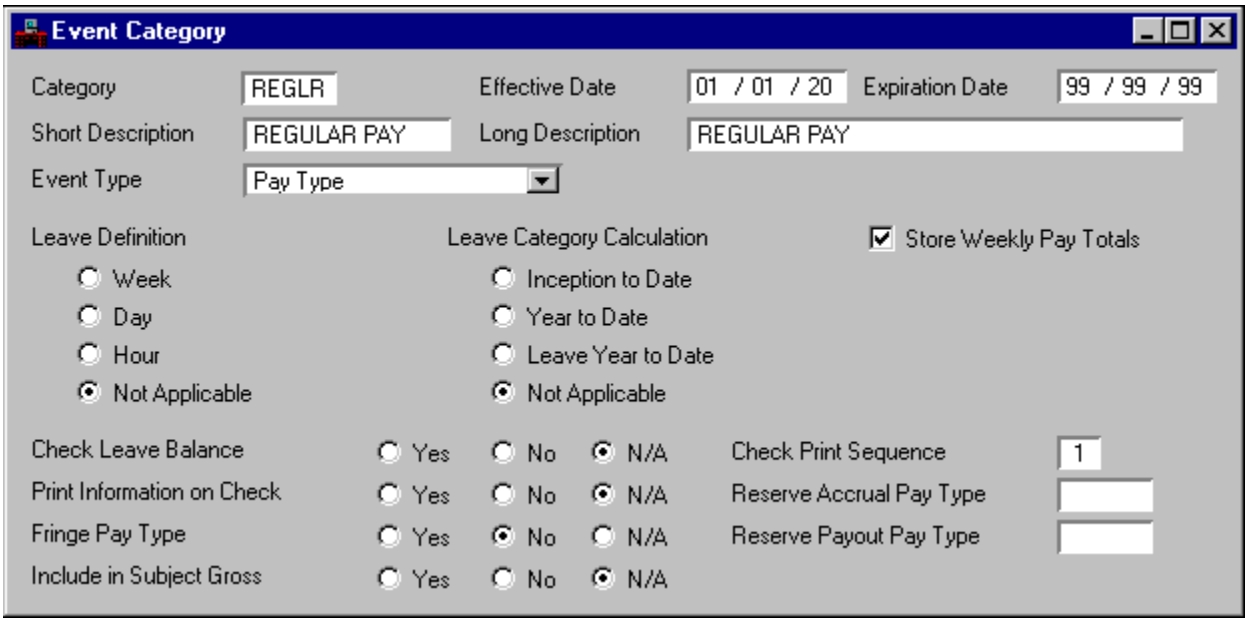
Field Name	Length	Definition
Evaluation Type	5	**Required.** Enter the evaluation code you are adding, changing, or expiring.
Effective Date	6	**Required.** Enter the date the information becomes effective.
Expiration Date	6	Default is 99/99/99. Enter the last date the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the evaluation type code.
Long Description	30	Default is Short Description entry. Enter the new or changed long description of the evaluation type code.

Event Category (CATG)

Purpose

The Event Category (CATG) window defines and identifies the types of categories including pay, deduction, and leave events. The category is also used for pay and deduction reporting purposes (e.g., W-2 and 941 reporting) and check printing. In addition, this window defines how events are summarized and stored on the employee's records, how the leave category balances are calculated (i.e., year-to-date, inception-to-date, etc.), and how the leave category amounts are defined (i.e., hourly, daily, etc.).

CATG Coding Instructions



Field Name	Length	Definition
Category	5	**Required.** Enter the category code that is being changed, added, or expired.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	**Optional.** Enter the date the entry expires. Default is *99/99/99*.
Short Description	12	**Required.** Enter the new or changed short description of the category code.
Long Description	30	**Optional.** Enter the new or changed long description of the category code. Default is the Short Description entry.

Event Type	1	**Required.** Select the value that indicates the type of event represented in this field. Valid values are: • ***Pay Type [P]*** • ***Leave Type [L]*** • ***Reimbursable Expenditure [R]*** • ***FLSA Pay Type [F]*** ○ ***For events representing the FLSA premium payment.*** • ***Deduction Type [D]***
Leave Definition	Radio Buttons	**Conditional.** Required if **Event Type** is ***Leave Type [L]***. Select a value to indicate that leave category amounts are in weeks, days or hours. Default is ***Not Applicable [blank]***. Valid values are: • ***Week [W]*** • ***Day [D]*** • ***Hour [H]*** • ***Not Applicable [blank]***
Leave Category Calculation	Radio Buttons	**Conditional.** Required if **Event Type** is ***Leave Type [L]***. Select a value to indicate how this category's balance is calculated. Default is ***Not Applicable [blank]***. Valid values are: • ***Inception to Date [ID]*** • ***Year to Date [YD]*** • ***Leave Year to Date [LY]*** • ***Not Applicable [blank]***
Store Weekly Pay Totals	Checkbox	**Optional.** Select ***[Y]*** to store weekly pay totals for this category. Clear ***[N]*** otherwise. If **Event Type** is ***Deduction Type [D]***, or ***Leave Type [L]***, this field can not be selected ***[N must be entered]***. Default is cleared ***[N]***.

Check Leave Balance	Radio Buttons	**Conditional.** Required if **Event Type** is ***Leave Type [L]***. Select ***Yes [Y]*** if balance condition checking is to be performed for a leave type category. Select ***No [N]*** if balance condition checking is not to be performed. Default is ***N/A [blank]***.
Print Information on Check	Radio Buttons	**Conditional.** Required if **Event Type** is ***Deduction Type [D]*** or ***Leave Type [L]***. Select ***Yes [Y]*** if the current amount and year-to-date summary amount for the category should be printed on the employees' checks. Select ***No [N]*** if the current amount and year-to-date summary amount for the category should not be printed on the employees' checks. Default is ***N/A [blank]***.
Fringe Pay Type	Radio Buttons	**Conditional.** Required if **Event Type** is ***Pay Type [P], Reimbursable Expenditure [R],*** or ***Deduction Type [D]***. Select ***Yes [Y]*** if the category is an employer paid fringe benefit. Select ***No [N]*** if the category is not an employer paid fringe benefit. Default is ***N/A [blank]***.
Include in Subject Gross	Radio Buttons	**Optional.** Select ***Yes [Y]*** if the fringe pay category is to be included in subject gross for purposes of tax withholding. Select ***No [N]*** if the category is not to be included. Default is ***N/A [blank]***.
Check Print Sequence	2	**Required.** Enter a one or two character code (e.g., 01 or 02) to designate the print processing order within each category type.

Note: The **Reserve Accrual Pay Type** and the **Reserve Payout Pay Type** fields cannot be entered until the appropriate pay events have been established on the Event Type (EVNT) window. These pay events must have **Cost Accounting** set to ***R*** (reserve accounting) and the same code in the **Category** field.

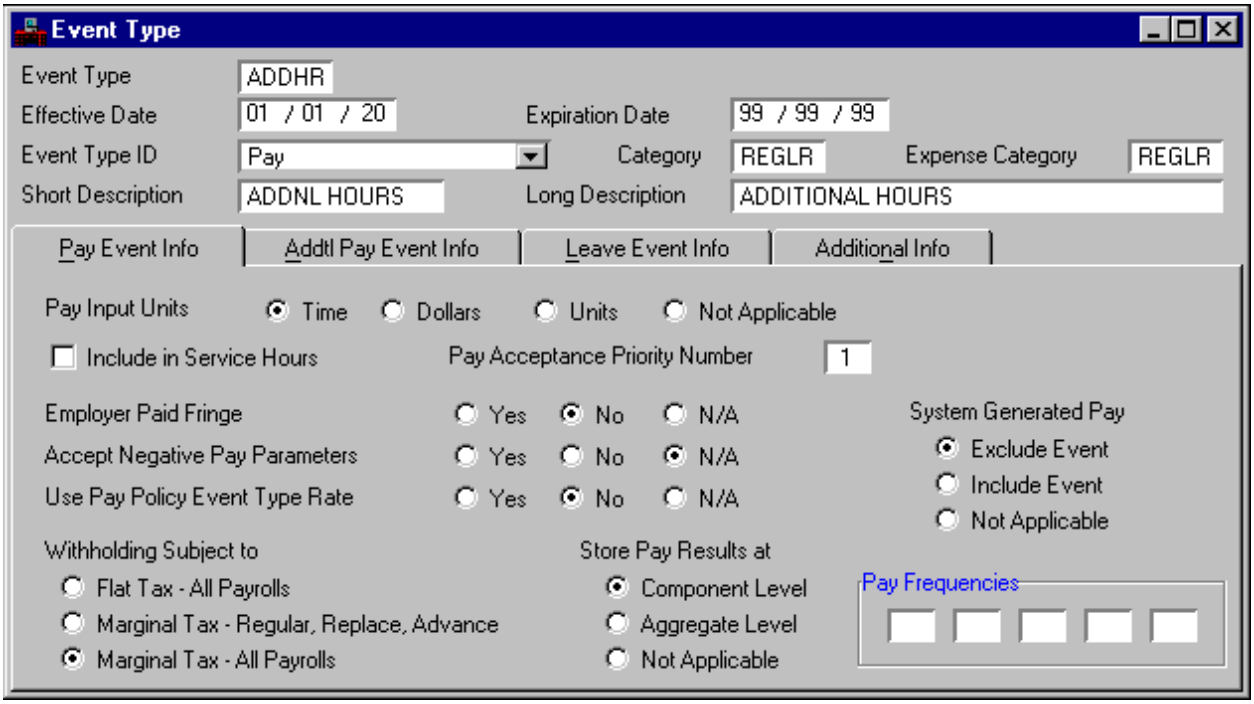
Reserve Accrual Pay Type	5	**Optional.** Enter the pay type code to indicate which pay type is used to accrue reserve pay.
Reserve Payout Pay Type	5	**Optional.** Enter the pay type code to indicate which pay type is used to pay out reserve amounts.

Event Type (EVNT)

Purpose

The Event Type (EVNT) window defines and identifies pay and leave events such as regular pay and leave without pay. The event codes are primarily used on time and leave transactions.

EVNT Coding Instructions



Field Name	Length	Definition
Event Type	5	**Required.** Enter the code to identify a pay, leave, or other payroll event (for example, REGLR for Regular Pay). Event codes are used on transactions to identify the pay or leave the system is processing.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	**Optional.** Enter the last date the information is in effect. Default is *99/99/99*.
Event Type ID	1	**Required.** Enter one of the following codes to identify the event type:

		• ***Pay [P]*** • ***Leave [L]*** • ***Reimbursable Expenditure [R]*** • ***FLSA Pay [F]***
Category	5	**Required.** Enter the category code into which units and amounts associated with this event are summarized. Refer to the Event Category (CATG) window for valid values. An event is summarized to only one category.
Expense Category	5	**Conditional.** This field is required for pay events, it must be blank for all other event types. Enter the appropriate code to indicate where the expense category event should be charged. Refer to the Expense Category (PEXP) window for valid values. Pay Input Definition on the Expense Category (PEXP) window must match that on the Event Type (EVNT) window (i.e., time, leave, reimbursable expenditure, or FLSA pay based).
Short Description	12	**Required.** Enter the new or changed short description of the event code.
Long Description	30	**Optional.** Enter the new or changed long description of the event code. Default is the Short Description entry.
Pay Input Units	Radio Buttons	**Conditional.** Required if **Event Type** is ***Pay [P], Reimbursable Expense [R],*** or ***FLSA Pay [F]***. Not allowed otherwise. If the **Event Type** field is ***Leave [L]***, this field defaults to ***Not Applicable [blank]***. Enter the appropriate code to define the input units for this pay event. Valid values are: • ***Time [T]*** • ***Dollars [D]*** • ***Units [U]*** • ***Not Applicable [blank]*** **Note:**

		Verify that the value selected in this field is appropriate for the assigned Expense Category. Otherwise, an error is issued.
Include in Service Hours	Checkbox	**Optional.** Select ***[Y]*** if the pay event is to be included in the service hours calculation. Clear ***[N]*** if the pay event is not to be included in the service hours calculation. Selected ***[Y]*** is only valid if **Pay Input Units** is ***Time [T]*** and **Pay Event Type** is ***Pay [P]***. Default is cleared ***[N]***.
Pay Acceptance Priority Number	2	**Conditional.** Required if **Event Type** is ***Pay [P], Reimbursable Expense [R],*** or ***FLSA Pay [F]***. Enter the two-digit number, which indicates the processing priority for pay events if a negative condition occurs during gross-to-net. Pay transactions are backed out with the highest number backed out first (for example, 5 is backed out before 1).
Employer Paid Fringe	Radio Buttons	**Conditional.** Required if **Event Type** is ***Pay [P], Reimbursable Expense [R],*** or ***FLSA Pay [F]***. Must be blank if **Event Type** is ***Leave [L]***. Select ***Yes [Y]*** if the event is an employer paid fringe. Otherwise, select ***No [N]***.
Accept Negative Pay Parameters	Radio Buttons	**Conditional.** Required if **Event Type** is ***Pay [P]***, **Pay Input Units** is ***Dollars [D]***, and **Employer Paid Fringe** is ***No [N]***. Otherwise, if all three of these conditions are not met, this field must be ***No [N]*** or ***N/A [blank]***. If all these conditions are met, and if a pay parameter using this event can be set up as a negative amount, select ***[Y]***.
Use Pay Policy Event Type Rate	Radio Buttons	**Conditional.** Required for non-leave events. Defaults to ***N/A [blank]*** for leave events. Select ***Yes [Y]*** to indicate pay resulting from the event should be calculated using a pay rate set up for each pay policy on the Pay Event Type (PPET) window. Select ***No [N]*** if it should not be calculated using a pay rate set up for each pay policy on the Pay Event Type (PPET) window.
System Generated Pay	Radio Buttons	**Optional.** Required if **Event Type** is ***Pay [P], Reimbursable Expense [R],*** or ***FLSA Pay [F]***. Default is ***Not Applicable [blank]***. Valid values are:

- ***Exclude Event [Y]***
    - The event is to be excluded from system-generated pay for the exception pay employee.
- ***Include Event [N]***
    - The event is to be included in system-generated pay for the exception pay employee.
- ***Not Applicable [blank]***
    - Can only be selected if **Event Type** is ***Leave [L]***.

Withholding Subject To	Radio Buttons	**Required.** Enter the type of withholding to be taken on the pay event. Default is ***Marginal Tax – All Payrolls [N]***. Valid values are:
		• ***Flat Tax – All Payrolls [Y]***
		  ○ Allow flat tax on the pay event in all payroll runs.
		• ***Marginal Tax – Regular, Replace, Advance [N]***
		  ○ Allow marginal withholding on the pay event in an advance, regular, or replacement run. Flat tax is taken in by-pay-type, multiple-by-pay type or retro supplemental runs.
		• ***Marginal Tax – All Payrolls [S]***
		  ○ Allow marginal rates to be used on the pay event in any payroll run.

Store Pay Results At	Radio Buttons	**Optional.** Required if **Event Type** is ***Pay [P], Reimbursable Expense [R],*** or ***FLSA Pay [F]***. Select a value to identify the component calculation level. Default is ***Not Applicable [blank]***. Valid values are: • ***Component Level [O]*** ○ The processing results are stored at the component level. • ***Aggregate Level [A]***

		○ The processing results are stored at the aggregate level. • ***Not Applicable [blank]***
Pay Frequencies	2	**Conditional.** This field must be left blank if the **Pay Input Units** is not ***Dollars [D]***, or **Employer Paid Fringe** is ***Yes [Y]***. These two-character codes, defined on the Pay Frequency (PAYF) window, indicate the frequency with which the event should be paid for weekly, biweekly, semimonthly, monthly, and annually paid employees. If this field is blank, the event is generated each pay period. **Note:** The same two-character code(s) must be appear in the **Pay Event Frequencies** field on the Pay Cycle (CYCL) window for the pay periods in which the pay type should be generated.
Include Event in FLSA Calculation	Radio Buttons	**Conditional.** Required if **Event Type** is ***Pay [P], Reimbursable Expense [R],*** or ***FLSA Pay [F]***. Must be ***Not Applicable [blank]*** if **Event Type** is ***Leave [L]***. Valid values are: • ***Yes [Y]*** ○ Indicates that the event should be included in the FLSA pay calculation. • ***No [N]*** ○ Indicates that the event should not be included in the FLSA pay calculation. • ***Not Applicable [blank]***
% Hours Included in FLSA	6	**Optional.** Enter the percentage of input hours that is counted towards the employee's hours worked for FLSA purposes. For example, regular time worked would be multiplied by 100% while a shift differential on top of time worked would be multiplied by 0%.

FLSA Min Wage Rate	6	**Conditional.** Optional if **Event Type** is ***FLSA Pay [F]***; otherwise, leave this field blank. Enter the FLSA minimum hourly rate.
% Pay Included in FLSA	6	**Conditional.** Required if **Event Type** is ***Pay [P], Reimbursable Expense [R],*** or ***FLSA Pay [F]***. Enter the percentage of dollars for the pay type that is counted toward FLSA dollars for determining the average hourly wage.
Use Exception Events in Contract Pay	Checkbox	**Optional.** Select ***[Y]*** if exception pay events should be included in contract pay processing. Clear ***[N]*** if exception pay events should not be included in contract processing.
Use Positive Events in Contract Pay	Checkbox	**Optional.** Select ***[Y]*** if positive pay events should be included in contract pay processing. Clear ***[N]*** to indicate positive pay events should not be included in contract pay processing.
Use Adjustment Events in Contract Pay	Checkbox	**Optional.** Select ***[Y]*** if contract adjustment pay events should be included in contract pay processing. Clear ***[N]*** if contract adjustment pay should not be included in contract pay processing.
Use Events in Reserve Pay	Checkbox	**Optional.** Select ***[Y]*** if this pay event should be included in reserve pay processing. Clear ***[N]*** if this pay event should not be included in reserve pay accrual or reserve pay processing.
Time Category	5	Conditional. If **Pay Input Units** is ***Time [T]***, enter a time category code. This code specifies the accounting attributes assigned to any overtime hours worked under this pay type. Refer to the Time Category (TIMC) window for valid values.
Cost Accounting	1	**Optional.** Enter one of the following codes to define which override is used: • ***No Override [N]*** ○ No Accounting attributes are specific to this event. • ***Object/Sub-Object [O]***

		○ The expense associated with this event will always be posted to the object and sub-object for this entry. • ***Labor Distribution Profile [P]*** ○ This event will always be posted to the labor distribution profile assigned to this entry. • ***Obj/Sub-Obj – Unless Document Override [U]*** ○ This event will be posted to the object and sub-object assigned to this entry unless overrides are entered on a timesheet document. • ***Labor Dist Profile – Unless Document Override [V]*** ○ This event will be posted to the labor distribution profile assigned to this entry unless overrides are entered on a timesheet document. • ***Reserve Pay/Accrual Accounting [R]*** ○ This event is a reserve accrual or payout event which requires the entry of a balance sheet account code. • ***Exclude from Accounting Interface [E]*** ○ Exclude this event from the General Ledger Interface process. • ***Not Applicable [blank]*** ○ This field is not applicable to this event type.
Labor Distribution Agency	3	**Conditional.** Required if **Cost Accounting** is ***Labor Distribution Profile [P]*** or ***Labor Dist Profile – Unless Document Override [V].*** Optional otherwise. Enter the agency code to which the labor expense should be distributed. Refer to the Labor Distribution Profile (LDPR) window for valid values. If this information is entered,

		the system overrides the employee's normal accounting attributes and uses the ones specified here for this event type.
Labor Distribution Profile	5	**Conditional.** Required if **Cost Accounting** is ***Labor Distribution Profile [P]*** or ***Labor Dist Profile – Unless Document Override [V].*** Enter the override labor distribution profile code for this event. Refer to the Labor Distribution Profile (LDPR) window for valid values. If this information is entered, the system overrides the employee's normal accounting attributes and uses the ones specified here for this event type.
Object/Sub	4/2	**Conditional.** Required if ***Cost Accounting is Object/Sub-Object [O]*** or ***Obj/Sub-Obj – Unless Document Override [U];*** otherwise, leave blank. Enter the override object and sub-object codes to which this event is charged. If this information is entered, the system overrides the employee's normal accounting attributes and uses the ones specified here for this event type.
Balance Sheet Account	4	**Conditional.** Required if **Cost Accounting** is ***Reserve Pay/Accrual Accounting [R]***. This account indicates expenses that have been recognized but not yet paid.
Pay Event	5	**Optional.** Enter the pay event, if the leave event being defined also generates pay (for example, vacation leave also generates vacation pay). This field is for positive-paid employees who may be eligible for this leave event.
Sign/Override	1/1	**Conditional.** Required if a value is entered in **Pay Event** for positive pay employees. If a leave event generates a payment resulting in a positive pay rate, enter ***+ (plus).*** If negative enter ***– (minus).*** Valid values are ***+ (plus), - (minus),*** and ***blank.***
Usage vs Accrual	Radio Buttons	**Conditional.** Required if **Event Type** is ***Leave [L].*** If **Event Type** is ***Pay [P], Reimbursable Expenditure [R],*** or ***FLSA Pay [F],*** this field defaults to Not Applicable [blank]. Indicate whether this leave event increases of decreases a leave balance. Valid values are:

		• ***Accrual [A]***
		  ○ If this event increases a leave balance.
		• ***Usage [U]***
		  ○ If this event decreases a leave balance.
		• ***N/A [blank]***

Leave Input Units	Radio Buttons	**Conditional.** Required if **Event Type** is ***Pay [P], Reimbursable Expenditure [R],*** or ***FLSA Pay [F],*** this field defaults to ***Not Applicable [blank]***. Select a value to define the leave input units to be used for the leave event. Valid values are: • ***Week [W[*** • ***Hour [H]*** • ***Day [D]*** • ***N/A [blank]***
Pay Event	5	**Optional.** Enter the pay event type that is used to generate a pay event for an exception pay employee when the leave event is processed.
Sign/Override	1/1	**Conditional.** Required if a value is entered in **Pay Event** for exception pay employees. Valid values are **+ *(plus), - (minus),*** and ***blank*.**
Pay Event	5	**Optional.** Enter the pay event type, which is used to generate a pay event for an exception pay employee when the leave event is processed. For example, a vacation pay leave event for an exception pay employee requires generation of both a backout for the base pay event and a positive pay event to give the employee vacation pay instead.
Sign/Override-2	1/1	**Conditional.** Required if a value is entered in the second **Pay Event** field for exception pay employees. Valid values are **+ *(plus), - (minus),*** and ***blank*.**

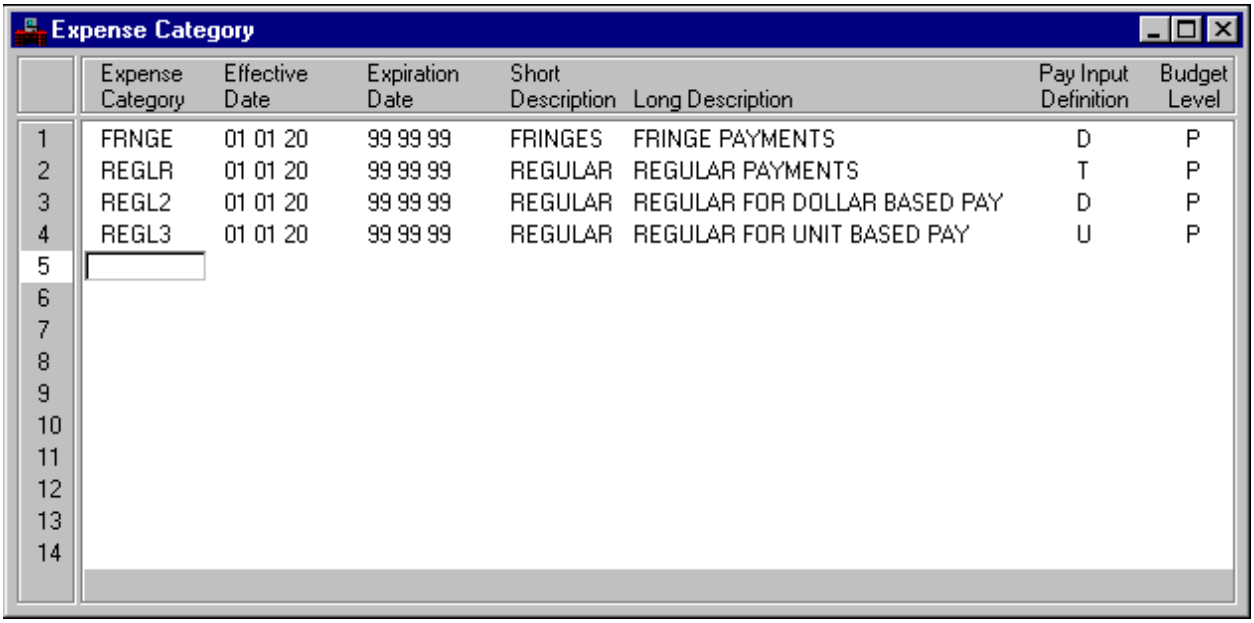
Valid Windows	4	**Optional.** Enter the identification codes of the windows that can use the Event Type code (e.g., CPER for Current Period Timesheet).
User Fields	5	**Optional.** Enter the appropriate code for each field. All ten fields are optional fields and none are edited.

Expense Category (PEXP)

Purpose

The Expense Category (PEXP) window defines the codes which identify the expenses that are found on an expense budget for various budget levels.

PEXP Coding Instructions



Field Name	Length	Definition
Expense Category	5	**Required.** Enter the expense category code you are adding, changing, or expiring.
Effective Date	6	**Required.** Enter the date the information becomes effective.

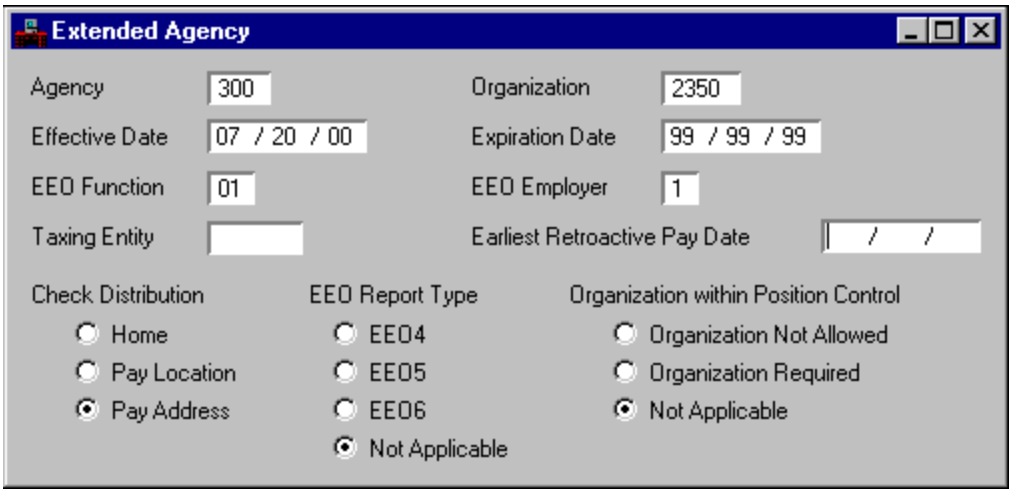
Expiration Date	6	Default is 99/99/99. Enter the last date the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the expense category code.
Long Description	30	Default is Short Description entry. Enter the new or changed long description of the expense category code.
Pay Input Definition	1	**Conditional.** If the Position Control Subsystem (PCS) is utilized, this field is required for pay events; it must be blank for all other event types. If your site does not use the Position Control Subsystem (PCS), leave this field blank. Enter the appropriate code to indicate where the expense category event should be charged. Valid values are located on the Expense Category (PEXP) window. Pay Input Definition on the Expense Category (PEXP) window must match that on the Event Type (EVNT) window (i.e., time, leave, reimbursable expenditure, or FLSA pay based).
Budget Level 1		**Required.** Enter the new or changed short description of the event code.

Extended Agency (AGYX)

Purpose

The Extended Agency (AGYX) window is used to provide information for EEO reporting purposes including the **EEO Function** and **EEO Report Type** on which the employees in the agency should be reported. It is also used for retroactive pay and multiple employer functions. It provides information about whether organization level budgeting is required for position control.

AGYX Coding Instructions



Field Name	Length	Definition
Agency	3	**Required.** Enter the agency code if adding or changing EEO and position control information. Refer to the Agency Index (AGCY) window for valid values.
Organization	4	**Optional.** Enter the organization code within the agency if adding or changing EEO and position control information. Refer to the Organization Index (ORGN) window for valid values.
Effective Date	6	**Required.** Enter the date this entry becomes effective.
Expiration Date	6	**Optional.** Enter the last date this information is in effect. Default is *99/99/99*.
EEO Function	2	**Required.** Enter the EEO function code which applies to the agency/organization combination. Refer to the EEO Function (EEOF) window for valid values.
EEO Employer	1	**Optional.** Enter the EEO employer code which identifies the employer. Refer to the EEO Employer Information (EEOE) window for valid values.
Taxing Entity	5	**Conditional.** Optional if organization is not entered. Enter the taxing entity code. Refer to the Tax Entity Information (TXEN) window for valid values.

Earliest Retroactive Pay Date	6	**Optional.** Enter the earliest date that pay can be retroactively processed for this agency.
Check Distribution	Radio Buttons	**Optional.** Select a value to designate where all pay checks in this agency are sent. This code overrides the **Check Distribution** field on the Agency Specific and Accounting Data (AGYS) window. Default is ***Pay Address [blank]***. Valid values are: • ***Home [1]*** • ***Pay Location [2]*** • ***Pay Address [blank]*** ○ ***Value on Agency Specific and Accounting Data (AGYS) is used.***
EEO Report Type	Radio Buttons	**Conditional.** Selection is not allowed if **Organization** has been entered; an EEO4 report type is assumed in EEO Processing. Select the value to indicate the standard EEO report type on which the agency/organization employee is reported. Default is ***Not Applicable [blank]***. Valid values are: • ***EEO4 [4]*** • ***EEO5 [5]*** • ***EEO6 [6]*** ○ ***Includes agency on the Fall Staff Survey.*** • ***Not Applicable [blank]***
Organization Within Position Control	Radio Buttons	**Optional.** Select a value to indicate whether the organization is required or not allowed for position control budgeting. Default is ***Not Applicable [blank]***. Valid values are: • ***Organization Not Allowed [N]*** ○ Organization is not allowed for position control for this agency. This value is only valid when using Position Control and the parameter **ORGANIZATION**

WITHIN POSN CNTL on the Site Specific Parameters (SPAR) window has a text value of ***O***.

- ***Organization Required [R]***
    - Organization is required for position control purposes for this agency. This value is only valid when using Position Control and the parameter **ORGANIZATION WITHIN POSN CNTL** on the Site Specific Parameters (SPAR) window has a text value of ***O***.
- ***Not Applicable [blank]***

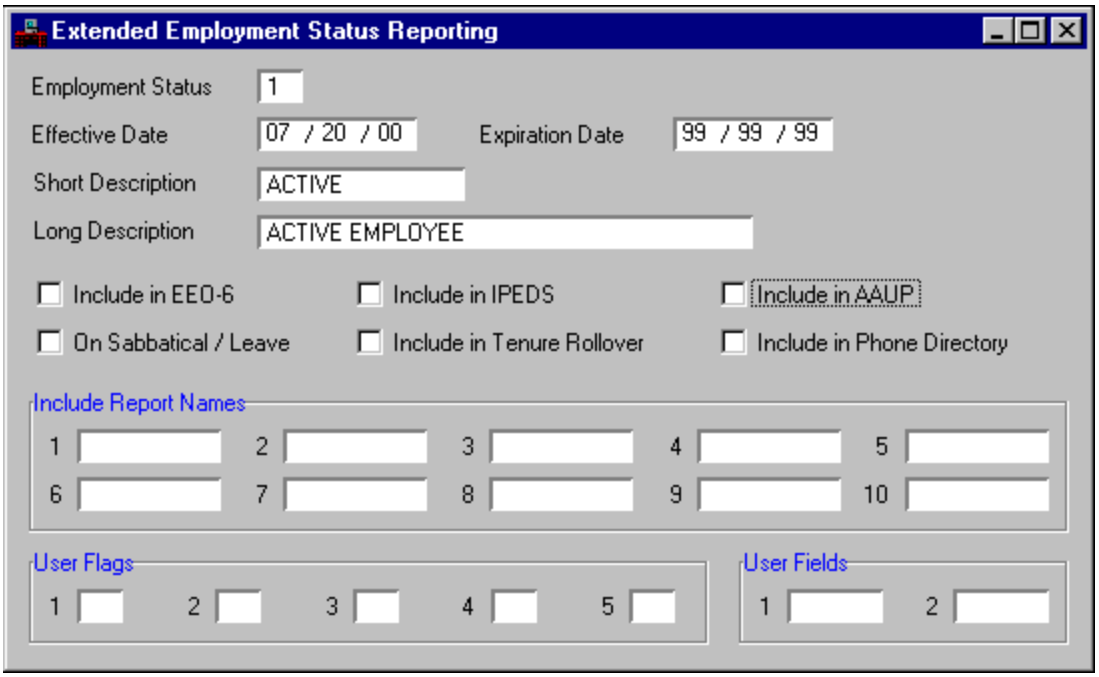
If not using Position Control, select ***Not Applicable [blank]***. Select ***Not Applicable [blank]*** if using Position Control, but the parameter **ORGANIZATION WITHIN POSN CNTL** on the Site Specific Parameters (SPAR) window has a text value of ***Y*** or ***N***.

Extended Employment Status Reporting (EMPX)

Purpose

The Extended Employment Status Reporting (EMPX) window defines which employment status codes are to be included in the Fall Staff Survey (EEO-6), IPEDS, and AAUP reporting. This window also identifies whether or not employees with this employment status: are on extended leave or sabbatical, should be included in the tenure rollover process, and should be included in the campus phone directory.

EMPX Coding Instructions



Field Name	Length	Definition
Employment Status	1	**Required.** Enter the employment status code. Valid values are located on the Employment Status (EMPS) window.
Effective Date	6	**Required.** Enter the date this extended employment status information becomes effective.
Expiration Date	6	Default is *99/99/99*. Enter the date this extended employment status information expires.
Short Description	12	**Required.** Enter short description to describe this extended employment status information.
Long Description	30	Default is Short Description entry. Enter a long description of the employment status code if a more detailed description is needed.
Include in EEO-6	Checkbox	**Required.** Select if employees with this employment status are to be included in the consolidated extract and worksheet report for the Fall Staff Survey (EEO-6). Clear if they are not to be included in the report.
Include in IPEDS	Checkbox	**Required.** Select if employees with this employment status are to be included in the consolidated extract and worksheet

		report for IPEDS. Clear if they are not to be included in the report.
Include in AAUP	Checkbox	**Required.** Select if employees with this employment status to be included in the consolidated extract and worksheet report for AAUP. Clear if they are not to be included in this report.
On Sabbatical/Leave	Checkbox	**Required.** Select if employees with this employment status are on extended leave or sabbatical. This field is an important indicator for EEO reporting because many institutions reduce an employee's pay when they are on an extended leave or sabbatical.
Include in Tenure Rollover	Checkbox	**Required.** Select if employees with this employment status are to be included in the tenure rollover process. Clear if they are not to be included in this process.
Include in Phone Directory	Checkbox	**Required.** Select if employees with this employment status are to be included in the campus phone directory. Clear if they are not to be included in this directory.
Include Report Names (1-10)	8	**Optional.** Enter the names of up to ten reports in which employees with this status should be included.
User Flags (1-5)	1	**Optional.** Enter any site-specific information that applies to an employee with this employment status.
User Fields (1-2)	5	No help files

External Adjustments (EADJ)

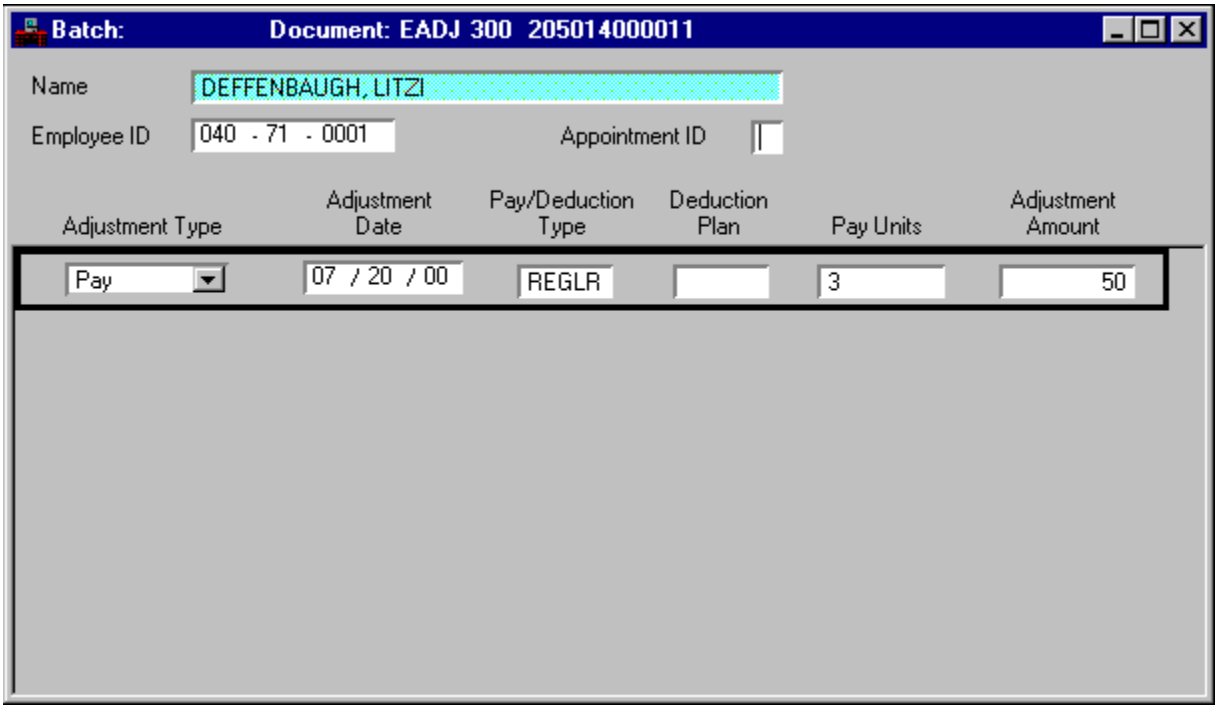
Purpose

The External Adjustments (EADJ) document window is used to make year-to-date pay, deduction and FICA summary adjustments. For these adjustments it is essential that the net adjustment is zero. This is done by ensuring that the sum of pay adjustments equals the sum of deduction adjustments.

Note: Adjustments for FICA wages (entity adjustments) increase or decrease the covered

wages balance. They do not have to net to zero; therefore, enter each entity adjustment only once. Entity adjustments for covered wages should be made using the employer contributions deduction type and plan. To adjust the covered wages of both Social Security and Medicare, enter two entity adjustment lines, since covered wages are maintained separately for each deduction.

EADJ Coding Instructions



Field Name	Length	Definition
Name	Display Only	The employee's full name (last name, first name, and middle initial) is displayed.
Employee ID	10	**Required.** Enter the employee's social security number.
Appointment ID	1	**Optional.** If an employee holds more than one appointment, enter the appropriate appointment identification number to indicate which appointment is affected. Leave blank to indicate the employee's primary appointment. An ***asterisk (*)*** indicates all appointment identification numbers.
Adjustment Type	1	**Required.** Select a value to indicate the year-to-date adjustment type. Valid values are:

		• ***Pay*** • ***Deduction*** • ***Entity*** ○ ***For FICA covered wages adjustments.***
Adjustment Date	6	**Required.** Enter the date the adjustment becomes effective.
Pay/Deduction Type	5	**Required.** Enter the type of pay or deduction for which the summary balance is to be adjusted. Refer to the Event Type (EVNT) window for valid values for pay. Refer to Deduction Type (DEDT) window, Employee Fringe Benefit Type (BENT) window, and Employer Fringe Benefit Contribution Type (EFBT) window for valid values for deductions. Social Security and Medicare adjustments must use the employer contribution's deduction type. Refer to the Employer Fringe Benefit Contribution Type (EFBT) window for valid values.
Deduction Plan	5	**Conditional.** Required for deduction types and entity adjustments; otherwise, leave blank. Enter the value of the deduction plan for which the summary balance is to be adjusted (if applicable). For example, Federal Tax = type ***FEDTT***, plan ***FEDTP***. Refer to the Deduction Plan (DPLN) window, Employee Fringe Benefit Plan (BENP) window, or Employer Fringe Benefit Plan (EFBP) window for valid values.
Pay Units	7	**Optional.** Enter the number of adjusted hours or units for pay events only.
Adjustment Amount	10	**Required.** Enter the dollar amount of the adjustment. For entity adjustments, enter the adjustment to the covered wages.

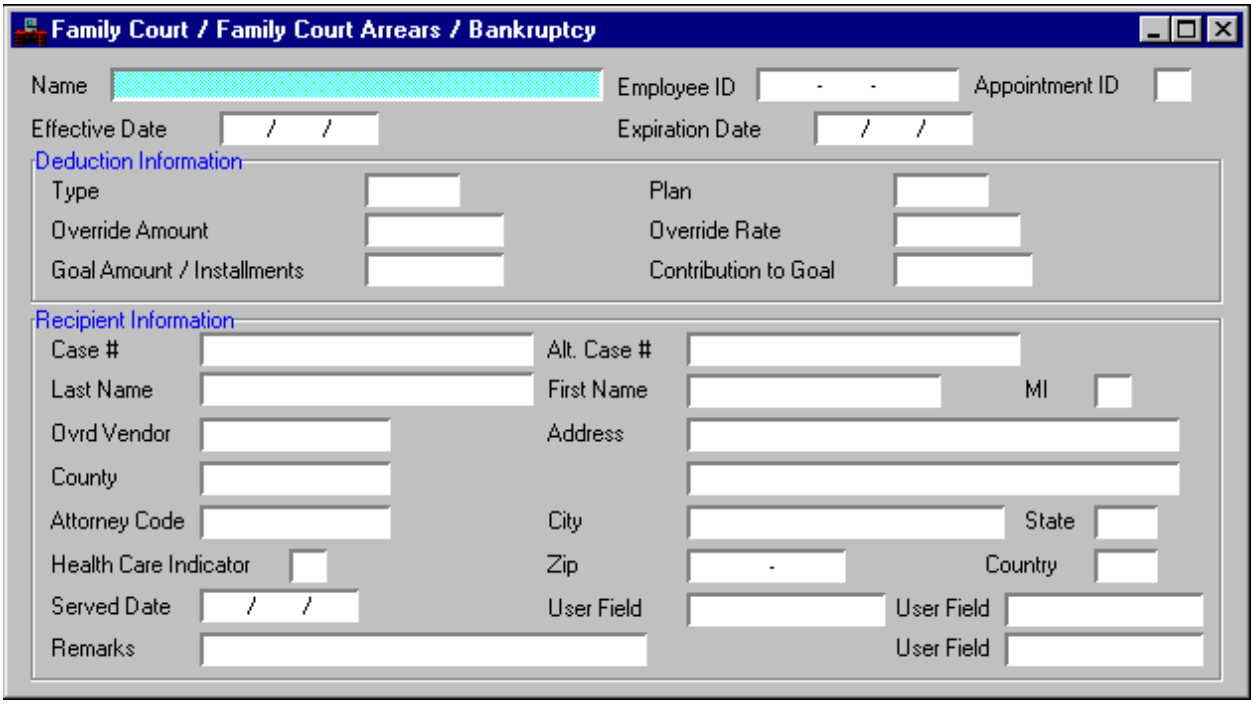
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Family Court/Family Court Arrears/Bankruptcy (FAMC)

Purpose

The Family Court/Family Court Arrears/Bankruptcy (FAMC) window is used to record deductions that need to be entered because of a family court or administrative agency order for child support or arrearages or bankruptcy court.

FAMC Coding Instructions



Field Name	Length	Definition
Name	Display Only	The employee's full name (last name, first name, and middle initial) is displayed.
Employee ID	10	**Required.** Enter the employee's social security number.
Appointment ID	1	**Required.** Enter an asterisk (*) as garnishments in the State of Missouri affects all the appointments.
Effective Date	6	**Required.** To establish a new deduction, enter the current date or the deduction start date. To change an existing deduction, enter the new effective date.

Expiration Date	6	**Optional.** Enter the last date the information is in effect. This will default to *99/99/99*.
Type	5	**Required.** Enter the deduction type which is being established, modified, or expired.
Plan	5	**Required.** Enter the deduction plan which is being established, modified, or expired.
Override Amount	10	**Conditional.** Enter the dollar amount to be deducted each pay period from the employee's pay. Either an Override Amount or an Override Rate must be entered. **Note:** A deduction can have both a flat amount and a rate. If both a rate and an amount have been entered for one deduction, the system will add the deduction amount to the deduction rate.
Override Rate	9	**Conditional.** Enter the employee's specific deduction rate to be deducted each pay period from the employee's pay. Either an Override Amount or an Override Rate must be entered. **Note:** A deduction can have both a flat amount and a rate. If both a rate and an amount have been entered for one deduction, the system will add the deduction amount to the deduction rate.
Goal Amount/Installments	10	**Leave Blank.** At this time, the State of Missouri will not use the Goal Oriented option of the FAMC in the SAM II HR/Payroll system.
Contribution to Goal	10	**Leave Blank.** At this time, the State of Missouri will not use the Goal Oriented to Goal option of the FAMC in the SAM II HR/Payroll.
Case #	20	**Required.** Enter the court assigned case number.
Alt Case #	20	**Optional.** Enter the additional or alternate court assigned case number.

Last Name	20	**Optional.** Enter the recipient's (plaintiff's) last name. If the plaintiff is a business, enter the company name here.
First Name	15	**Conditional.** Required if the last name is entered. Enter the recipient's first name.
MI	1	**Optional.** Enter the recipient's middle initial.
Ovrd Vendor	11	**Required.** To override the information shown on the DPL3 window, enter the proper vendor code of the payee. Refer to the Vendor Index (VEND) window for valid values. All garnishments within the State of Missouri will require an Override Vendor. **Note:** Once the Override Vender field has been populated, this will be a permanent change. The override vendor field must be blank to revert back to the original creditor.
Address	60	**Optional.** Enter the recipient's street address, post office box, and apartment number or "in care of" information on the two lines provided.
County	11	**Optional.** Enter the appropriate county. The County field is for informational purposes only and does not validate against the County table.
Attorney Code	11	**Optional.** Enter the code associated with the individual attorney. Refer to the Attorney Information (ATTN) window for valid values.
City	19	**Conditional.** Required if Address is entered; otherwise, not allowed. Enter the name of the city.
State	3	**Conditional.** Required if the **State Required** field on the Country (CTRY) window is ***Y*** for the entered country code, and if **Address** is entered; otherwise, not allowed. Enter the appropriate state code. Refer to the State (ST) window for valid values.
Health Care Indicator	Checkbox	**Optional.** Select ***[Y]*** if the employee is required to pay health care insurance as part of the child support.

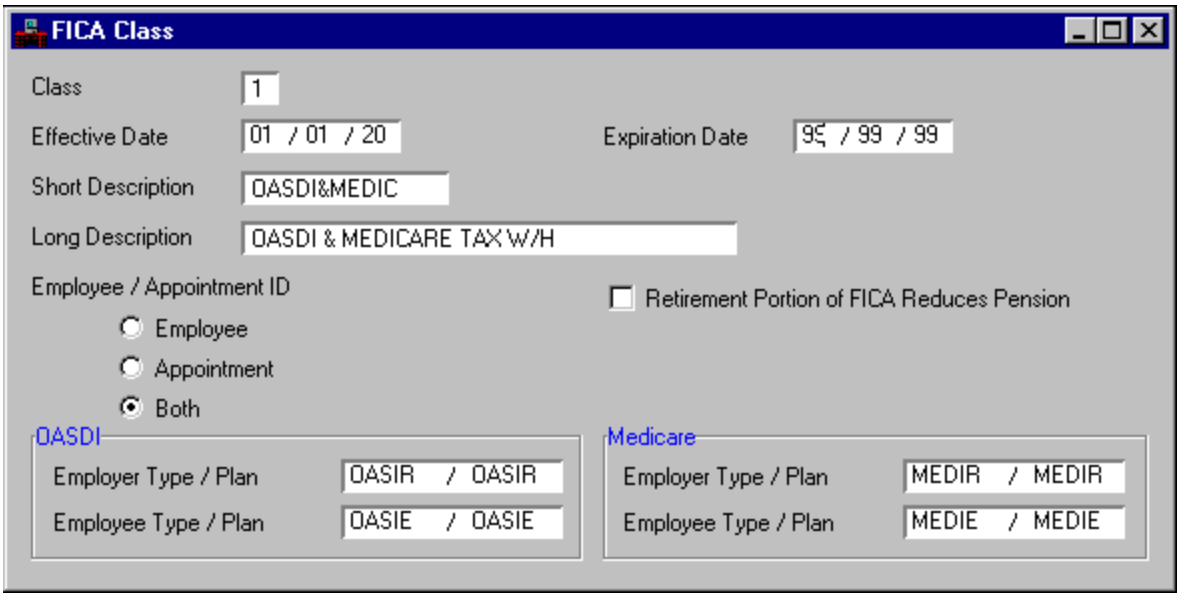
		Clear ***[N]*** if the employee is not required to pay health care insurance as part of the child support.
Zip	9	**Optional.** Enter the zip code.
Country	3	**Conditional.** Required if **Address** is entered. If the **Yes/No Flag** on the Site Specific Parameters (SPAR) window is Y for the DEFAULT COUNTRY CODE parameter, this field defaults to the value entered in the **Text Value Line 1** for that parameter. Enter the appropriate country code. The State of Missouri default value is USA. Refer to the Country (CTRY) window for valid values.
Served Date	8	**Optional.** Enter the date the order was served.
User Field	8	**Optional.** Additional field to be used at the discretion of the State of Missouri.
User Field	8	**Optional.** Additional field to be used at the discretion of the State of Missouri.
User Field	8	**Optional.** Additional field to be used at the discretion of the State of Missouri.
Remarks	30	**Optional.** Enter additional comments in this field.

FICA Class (FICL)

Purpose

The FICA Class (FICL) window defines the employee's and employer's participation in the OASDI and Medicare portion of FICA.

FICL Coding Instructions



Field Name	Length	Definition
Class	1	**Required.** Enter the appropriate FICA class code for the FICA class that is being entered or changed.
Effective Date	6	**Required.** Enter the date the FICA class becomes effective.
Expiration Date	6	**Optional.** Enter the last date the information is in effect. Default is *99/99/99*.
Short Description	12	**Required.** Enter the new or changed short description for the entry.
Long Description	30	**Optional.** Enter the new or changed long description for the FICA class code. Default is the Short Description entry.
Employee/Appointment ID	Radio Buttons	**Optional.** Select a value to indicate the employee if the FICA class is applicable to all appointments relating to the employee, specific appointments only, or both. Default is ***Employee [E]***. Valid values are: • ***Employee [E]***

		○ Indicates that the FICA class is applicable to the employee and covers all of his appointments. • ***Appointment [A]*** ○ Indicates that the FICA class is applicable to specific appointments only. • ***Both [B]***
Retirement Portion of FICA Reduces Pension	Checkbox	**Required.** Select ***[Y]*** if the retirement portion of FICA reduces the pension deduction rate. Clear ***[N]*** if the retirement portion of FICA does not reduce the pension deduction rate.

NOTE: A FICA class can be set up that has no OASDI or Medicare information for people who are exempt from FICA. A class can also be set up for employees who are exempt from OASDI but not exempt from Medicare.

OASDI

Field Name	Length	Definition
Employer Type	5	**Optional.** Enter the type of the employer's share of the social security (OASDI) portion of the FICA deduction to be entered or changed.
Employer Plan	5	**Optional.** Enter the plan of the employer's share of the social security (OASDI) portion of the FICA deduction to be entered or changed.
Employee Type	5	**Conditional.** Required if the previous type field is entered. Enter the type of the employee's share of the social security (OASDI) portion of the FICA deduction to be entered or changed.
Employee Plan	5	**Conditional.** Required if the previous plan field is entered. Enter the plan of the employee's share of the social security (OASDI) portion of the FICA deduction to be entered or changed.

MEDICARE

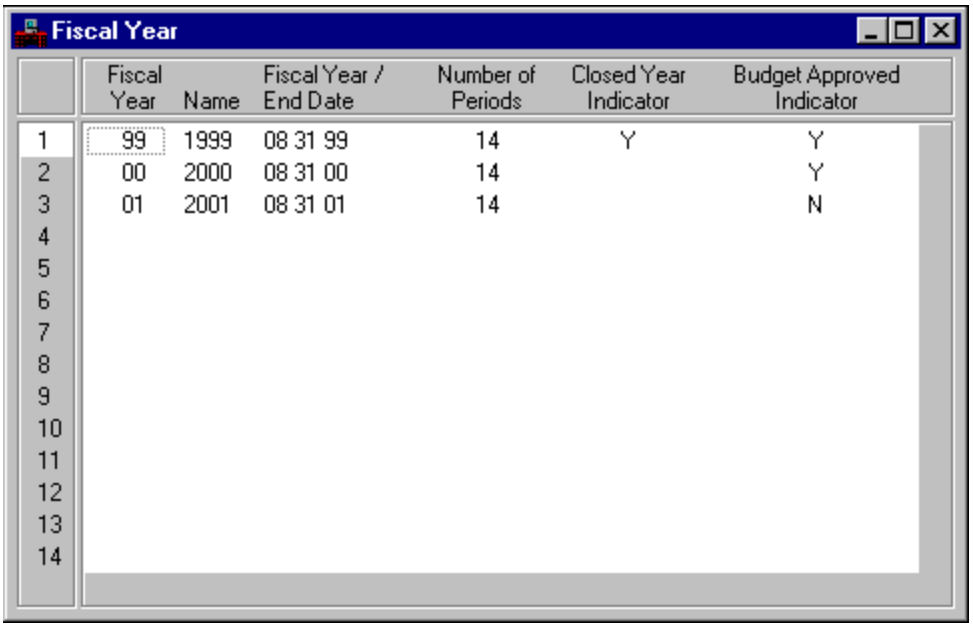
Field Name	Length	Definition
Employer Type	5	**Optional.** Enter the type of the employer's share of the Medicare portion of the FICA deduction to be entered or changed.
Employer Plan	5	**Optional.** Enter the plan of the employer's share of the Medicare portion of the FICA deduction to be entered or changed.
Employee Type	5	**Conditional.** Required if the previous type field is entered. Enter the type of the employee's share of the Medicare portion of the FICA deduction to be entered or changed.
Employee Plan	5	**Conditional.** Required if the previous plan field is entered. Enter the plan of the employee's share of the Medicare portion of the FICA deduction to be entered or changed.

Fiscal Year (FSYR)

Purpose

Fiscal Year (FSYR) defines which accounting and budget fiscal years are valid. Usually, this includes the prior, current, and next fiscal years. Update the information in this window once a year, before budget transactions for a new fiscal year are entered in the system. Budget documents are rejected if the new budget fiscal year is not defined in this window.

FSYR Coding Instructions



Field Name	Length	Definition
Fiscal Year	2	**Key field.** Enter the last two digits of the applicable fiscal year. If using **Standard Budgeting** and want to use multi-year budgeting, enter ***MY*** (multi-year budgeting) as a fiscal year.
Name	4	**Optional.** Enter the four digits of the year (for example, 1984). If using **Standard Budgeting** and want to use multi-year budgeting, enter ***MULT***.
Fiscal Year/End Date	6	**Required.** Enter the last calendar date (mm dd yy) of the fiscal year.
Number of Periods	2	**Required.** Enter a number from 01 to 14 indicating the number of accounting periods in the fiscal year. Most entities treat each calendar month as an accounting period, with perhaps an extra period for yearend adjustments (13 accounting periods). However, some installations may divide the year into 13 periods, each exactly four weeks long. Some typical entries are: ***01*** A year with no further subdivisions; ***12*** A 12month year; ***13*** A 12month year having a thirteenth yearend adjustment period; ***13*** A year with 13 fourweek periods; ***14*** A year with 13 fourweek periods plus a yearend adjustment period.

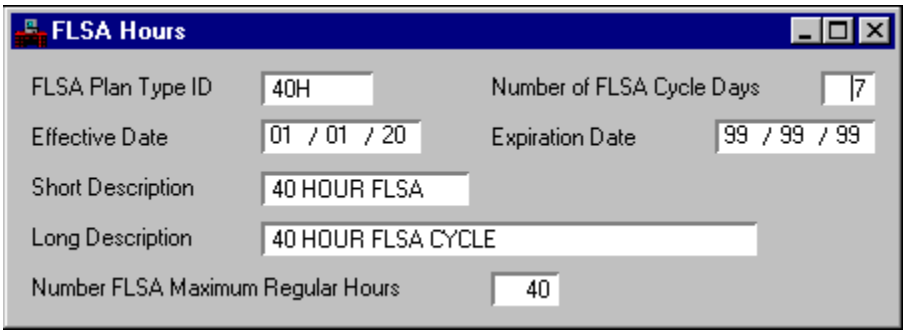
Closed Year Indicator	1	Defaults to blank. Leave this field blank in order for the annual closing program to change this field to ***Y*** when the year is closed. Documents cannot be entered for closed years. The year can be closed manually.
Budget Approved Indicator	1	**Optional.** Enter ***Y*** when the budget is officially approved for this fiscal year. Otherwise, leave blank. Once the indicator is set, all subsequent budgetary documents affect only the current modified budget amount and do not change the approved budget amount.

FLSA Hours (FLHR)

Purpose

The FLSA Hours (FLHR) window defines hours charged against an FLSA plan type. In order for employees to receive FLSA (compensatory time or overtime pay), they must work the maximum hours stated in their FLSA plan type.

FLHR Coding Instructions



Field Name	Length	Definition
FLSA Plan Type ID	6	**Required.** Enter a FLSA plan type identification number that is valid at your site. This field is user-defined and used to indicate when the FLSA plan is being established or changed.
Number of FLSA Cycle Days	2	**Required.** Enter the number of days in the cycle for the FLSA plan type. Values must be ***7 - 28***.
Effective Date	6	**Required.** Enter the date (***mm/dd/yy***) the entry becomes effective.

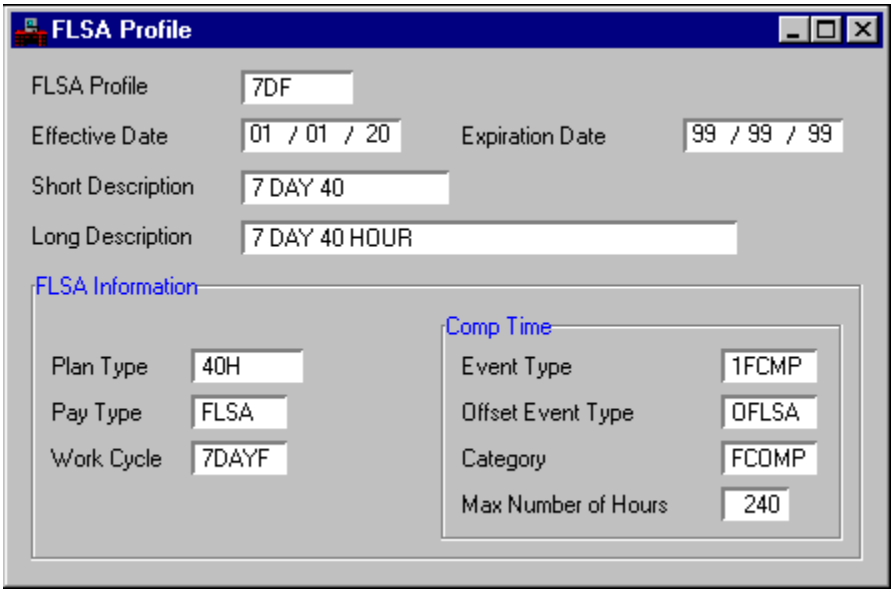
Expiration Date	6	Default is *99/99/99*. Enter the last date the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the FLSA plan type ID.
Long Description	30	Default is Short Description entry. Enter the new or changed long description of the FLSA plan type ID.
Number FLSA Maximum Regular Hours	4	**Optional.** Enter the number of hours that is the federally mandated maximum number of regular hours in the FLSA cycle for this plan.

FLSA Profile (FLPR)

Purpose

The FLSA Profile (FLPR) window associates the permissible combinations of FLSA plans and pay types and provides fields to set up the control of pay for compensatory time.

FLPR Coding Instructions



Field Name Length Definition

FLSA Profile	6	**Required.** Enter the FLSA profile code for the entry you are adding, changing or expiring.
Effective Date	6	**Required.** Enter the date (*mm/dd/yy*) the entry becomes effective.
Expiration Date	6	Default is *99/99/99*. Enter the last date the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the FLSA profile code.
Long Description	30	Default is Short Description entry. Enter the new or changed long description of the FLSA profile code.
Plan Type	6	**Required.** Enter the FLSA plan type identification number. Valid values are located in the FLSA Hours (FLHR) window.
Pay Type	5	**Required.** Enter the pay event code used in paying the FLSA overtime premium. The code must be valid on the Event Type (EVNT) window with the **Event Type ID** set to ***FLSA Pay***. The category in which this pay type resides must also have a code of ***FLSA Pay***. The pay type in this field could vary for different FLSA profiles, if the pay types had different minimum wages specified on the Event (EVNT) window.
Work Cycle	5	**Required.** Enter the appropriate FLSA work cycle code for this profile. Valid values are located on the FLSA Work Cycle (FLWK) window.
Event Type	5	**Conditional.** Required if **Max Number of Hours** is greater than zero. Otherwise, leave blank. If this FLSA profile permits payment for compensatory time earned, enter the appropriate event type code for the leave time to be accrued.
Offset Event Type	5	**Conditional.** Required if **Max Number of Hours** is greater than zero. Otherwise, leave blank. If this FLSA profile permits overtime to be accrued as comp time rather than pay, enter the event type used to reverse the amount originally associated with the overtime.
Category	5	**Conditional.** Required if **Max Number of Hours** is greater than zero. Otherwise, leave blank. If this FLSA profile permits payment for compensatory time earned, enter the appropriate pay category code.

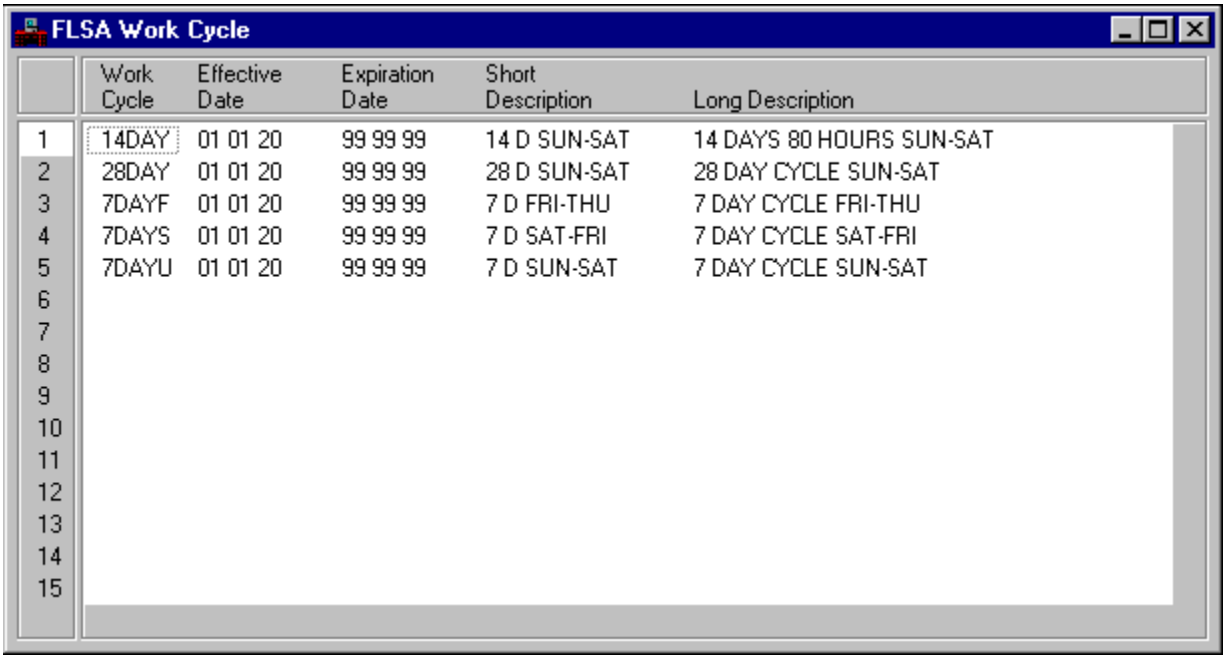
Max Number of Hours	4	**Optional.** Enter the maximum number of hours of compensatory time which can be accrued for this FLSA profile. Once this maximum is reached, the system pays out the FLSA premium in dollars instead of compensatory time.

FLSA Work Cycle (FLWK)

Purpose

The FLSA Work Cycle (FLWK) window defines the codes that are used by the Pay Cycle (CYCL) window to define time periods which constitute a normal work schedule for different FLSA plan types. For example, police officers or firefighters might have a work schedule made up of varying shifts, while a receptionist works a more structured Monday through Friday shift.

FLWK Coding Instructions



Field Name	Length	Definition
Work Cycle	5	**Required.** Enter the FLSA work cycle code. Valid values are located on the Work Cycle (WKCY) window.

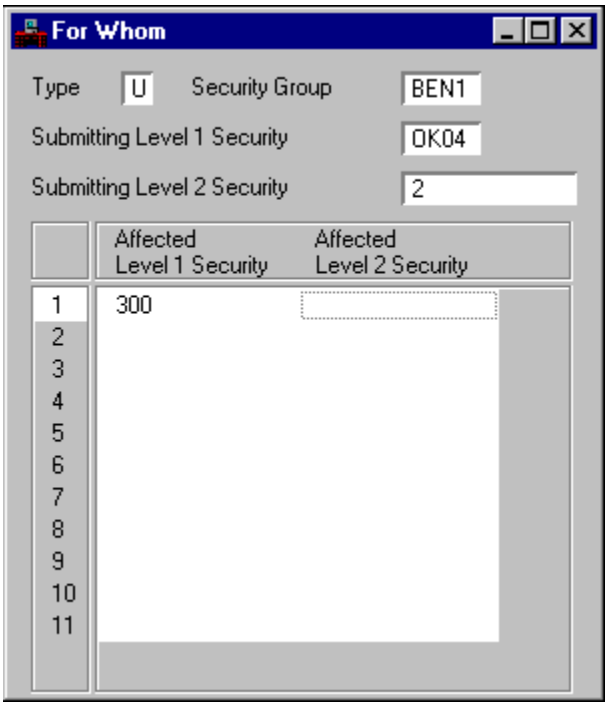
Effective Date	6	**Required.** Enter the date (*mm dd yy*) the work cycle becomes effective.
Expiration Date	6	Default is *99/99/99*. Enter the last date the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the work cycle code.
Long Description	30	Default is Short Description entry. Enter the new or changed long description of the work cycle code.

For Whom (WHOM)

Purpose

The For Whom table is used to define specific security areas that a user or organizational unit is authorized to access.

WHOM Coding Instructions



Field Name Length Definition

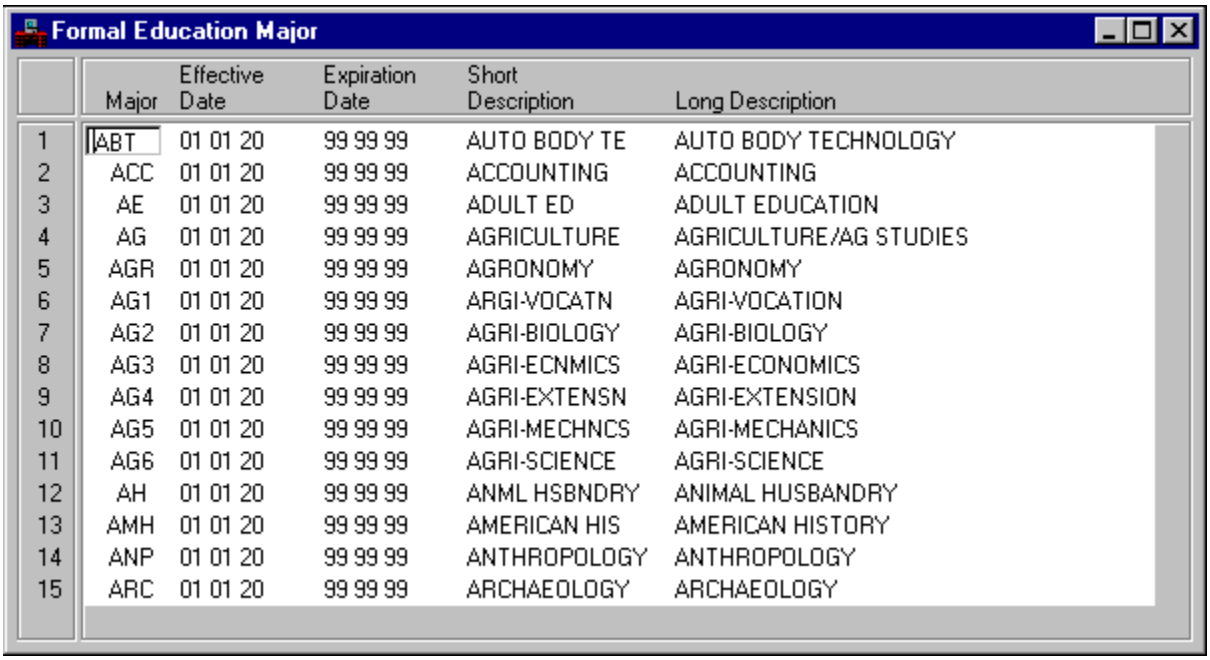
Type	1	Indicates the Whom Type being used. The valid values are: • ***U*** indicates that the control exercised by the table is based on a specific User ID. That is, the control permits or limits the ability of a User ID to affect another Level 1 and Level 2 Security area. U is associated with For Whom Test Types 7 and 8 on the Security table. • ***E*** Indicates the control exercised by the table is based on a document's security area (i.e., a Level 1 Security Area or a Level 2 Security Area within a Level 1 Security Area) affecting another security area. E is associated with For Whom Test Types 3 through 6 on the Security table.
Security Group	4	The Transaction Code (Document Type) to which this For Whom table entry applies.
Submitting Level 1 Security	4	If the For Whom Test Type is 3 through 6, the submitting Level 1 Security area is recorded here. If it is 7 or 8, the first four characters of the User ID of the user to be authorized is recorded here.
Submitting Level 2 Security	10	If the For Whom Test Type is 3 through 6, the submitting Level 2 Security area is recorded here. If it is 7 or 8, second four characters of the User ID of the user to be authorized is recorded here.
Affected Level 1 Security	4	The affected Level 1 Security code is recorded in this field. This code is checked against the Level 1 Security codes of records (or documents) entered or accessed by the user.
Affected Level 2 Security	10	The affected Level 2 Security code is recorded in this field. This coded in checked against the Level 2 Security codes of records (or documents) entered or accessed by the user.

Formal Education Major (MAJR)

Purpose

The Formal Education Major (MAJR) window defines the codes which identify any type of formal education an employee or applicant has received. This window is used to define both majors and minors.

MAJR Coding Instructions



	Major	Effective Date	Expiration Date	Short Description	Long Description
1	ABT	01 01 20	99 99 99	AUTO BODY TE	AUTO BODY TECHNOLOGY
2	ACC	01 01 20	99 99 99	ACCOUNTING	ACCOUNTING
3	AE	01 01 20	99 99 99	ADULT ED	ADULT EDUCATION
4	AG	01 01 20	99 99 99	AGRICULTURE	AGRICULTURE/AG STUDIES
5	AGR	01 01 20	99 99 99	AGRONOMY	AGRONOMY
6	AG1	01 01 20	99 99 99	ARGI-VOCATN	AGRI-VOCATION
7	AG2	01 01 20	99 99 99	AGRI-BIOLOGY	AGRI-BIOLOGY
8	AG3	01 01 20	99 99 99	AGRI-ECNMICS	AGRI-ECONOMICS
9	AG4	01 01 20	99 99 99	AGRI-EXTENSN	AGRI-EXTENSION
10	AG5	01 01 20	99 99 99	AGRI-MECHNCS	AGRI-MECHANICS
11	AG6	01 01 20	99 99 99	AGRI-SCIENCE	AGRI-SCIENCE
12	AH	01 01 20	99 99 99	ANML HSBNDRY	ANIMAL HUSBANDRY
13	AMH	01 01 20	99 99 99	AMERICAN HIS	AMERICAN HISTORY
14	ANP	01 01 20	99 99 99	ANTHROPOLOGY	ANTHROPOLOGY
15	ARC	01 01 20	99 99 99	ARCHAEOLOGY	ARCHAEOLOGY

Field Name	Length	Definition
Major	3	**Required.** Enter the education major or minor code you are changing, adding, or expiring.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	Default is *99/99/99*. Enter the last date the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the education major code.
Long Description	30	Default is Short Description entry. Enter the new or changed long description of the education major code.

Fringe Benefit Transfer Table (FBTR)

Purpose

The Fringe Benefit Transfer (FBTR) table is used to establish overrides for the fund, agency, organization and appropriation for fringe benefits on the payment voucher, transfer voucher

and journal voucher created from the General Ledger Interface based on the agency on the accounting event and object on the EVNT table.

FBTR Coding Instructions

Field Name	Length	Definition
Fiscal Year	2	**Required.** Enter the fiscal year in which the override is valid.
Agency	3	**Required.** Enter the agency paying out the fringe benefit liability for the employee.
Object	4	**Required.** The override object related to the fringe pay event on EVNT.
Override Fund	4	**Required.** The fund associated with the statewide account to which the fringe should ultimately be posted.
Override Agency	3	**Required.** The fund associated with the statewide account to which the fringe should ultimately be posted.
Override Organization	4	**Required.** The organization associated with the statewide account to which the fringe should ultimately be posted.
Override Appropriation	9	**Required.** The appropriation associated with the statewide account to which the fringe should ultimately be posted.
Create TV	1	**Required.** The Create TV flag indicates whether a TV should be generated using the crosswalk values.

G

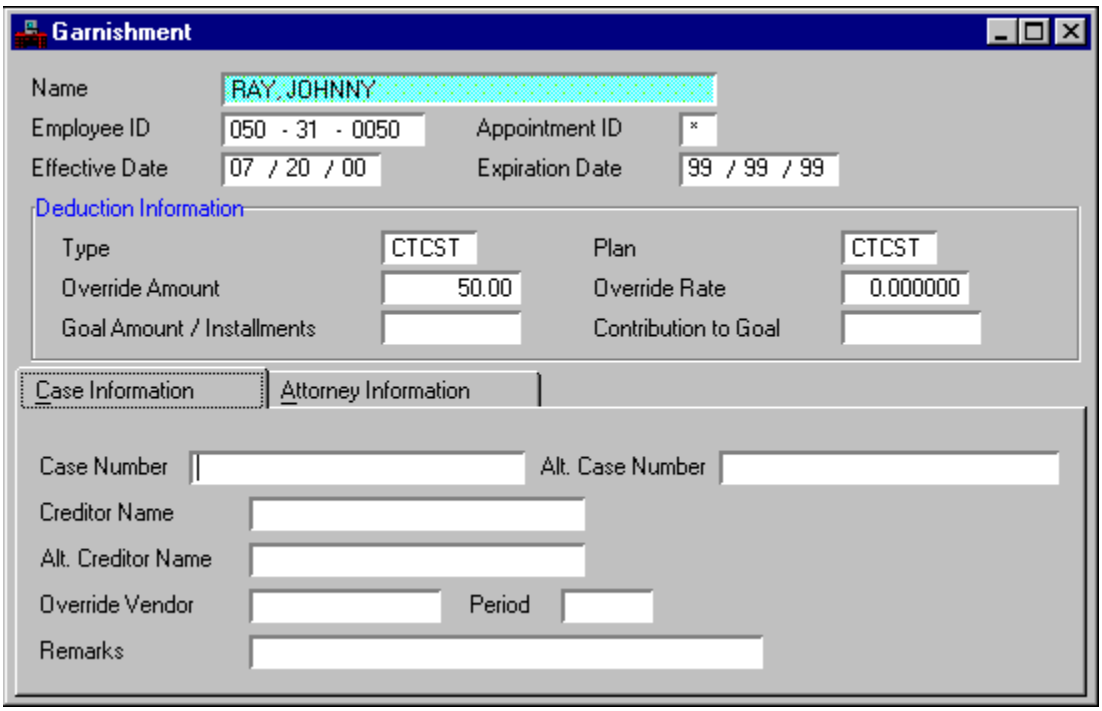
Garnishment (GARN)

Purpose

The Garnishment (GARN) window is used to record and view information relating to garnishment of an employee's wages. When an employee's wages are to be garnished, the

employer usually receives a court order. The order states the judgment amount and the details necessary to garnish the employee's wage. Use the information from that document to complete the Garnishment window.

GARN Coding Instructions



Field Name	Length	Definition
Name	Display Only	The employee's full name (last name, first name, and middle initial) is displayed.
Employee ID	10	**Required.** Enter the social security number of the employee whose wages are being garnished.
Appointment ID	1	**Required.** Enter an asterisk (*) as garnishments in the State of Missouri affects all the appointments.
Effective Date	6	**Required.** For new garnishments, enter the current date. To modify an existing garnishment, enter the new effective date.
Expiration Date	6	**Optional.** Enter the last date the information is in effect. This will default to *99/99/99*.

Type	5	**Required.** Enter the code of the garnishment deduction type. Refer to the Deduction Type (DEDT) window for valid values.
Plan	5	**Required.** Enter the appropriate code to specify the garnishment deduction plan. Refer to the Deduction Plan (DPLN) window for valid values.
Override Amount	10	**Conditional.** Enter the dollar amount to be deducted each pay period from the employee's pay. Either an **Override Amount** or an **Override Rate** must be entered. **Note:** A deduction can have both a flat amount and a rate. If both a rate and an amount have been entered for one deduction, the system will add the deduction amount to the deduction rate.
Override Rate	9	**Conditional.** Enter the employee's specific deduction rate to be deducted each pay period from the employee's pay. Either an **Override Amount** or an **Override Rate** must be entered.\ **Note:** A deduction can have both a flat amount and a rate. If both a rate and an amount have been entered for one deduction, the system will add the deduction amount to the deduction rate.
Goal Amount/Installments	10	**Leave Blank.** At this time, the State of Missouri will not use the Goal Oriented option on the GARN in the SAM II HR/Payroll system.
Contribution to Goal	10	**Leave Blank.** At this time, the State of Missouri will not use the Goal Oriented option on the GARN in the SAM II HR/Payroll system.
Case #	20	**Required.** Enter the Court Case number assigned.
Alt Case #	20	**Optional.** Enter the additional or alternate court assigned case number, (Sheriff's Case Number, if applicable).

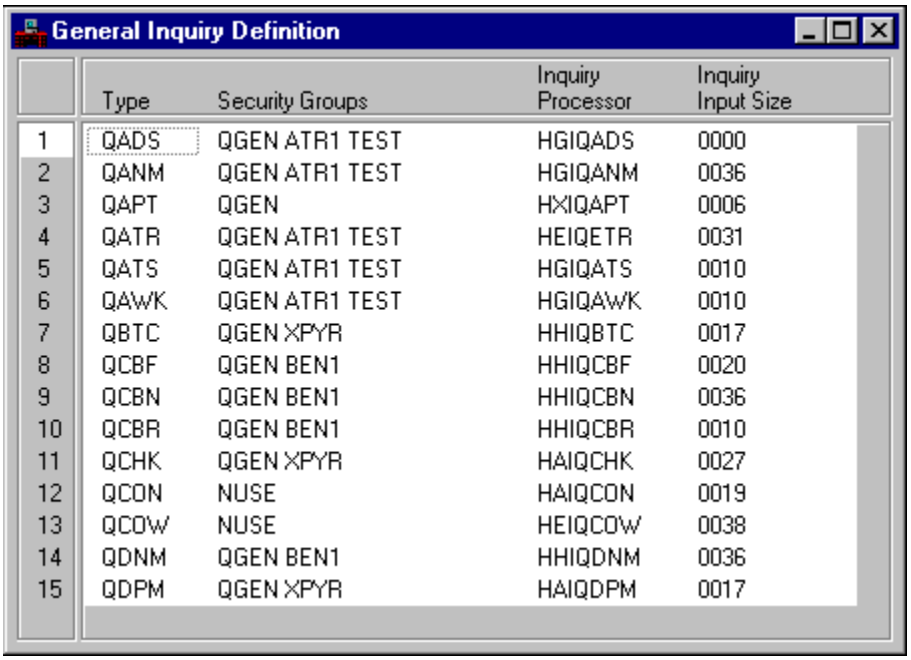
Creditor Name	20	**Required.** Enter the name of the creditor shown in the Plaintiff section of the court order.
Alt Creditor Name	20	**Optional.** Enter the name of the alternate creditor shown in the Plaintiff section of the court order, if necessary.
Override Vendor	11	**Required.** To override the information shown on the DPL3 window, enter the proper vendor code of the payee. Refer to the Vendor Index (VEND) window for valid values. All garnishments within the State of Missouri require an Override Vendor. **Note:** Once the Override Vender field has been populated, this will be a permanent change. The override vendor field must be blank to revert back to the original creditor.
Period	3	**Optional.** Enter the length of the writ (ex: 30-60-90 days).
Remarks	30	**Optional.** Enter additional comments in this field.
Court Code	11	**Optional.** Enter the code associated with the court, if known. Refer to the Court Information (CORT) window for valid values.
Attorney Code	11	**Optional.** Enter the code associated with the attorney, if applicable. Refer to the Attorney Information (ATTN) window for valid values.
Served Date	8	**Optional.** Enter the date the order was served.
Return Date	8	**Optional.** Enter the return date for interrogatories.
User Field	8	**Optional.** Additional field to be used at the discretion of the State of Missouri.
User Field	8	**Optional.** Additional field to be used at the discretion of the State of Missouri.
User Field	8	**Optional.** Additional field to be used at the discretion of the State of Missouri.

General Inquiry Definition (GIDF)

Purpose

The General Inquiry Definition window defines security groups for inquiry windows. Inquiries require no approvals, since no updating occurs. The inquiry program presents only those records which the user is entitled to scan, based on the Level 1 and Level 2 Security field entries. ADVANTAGE HR is delivered with the Security Group fields on the Format Definition window preset to *NO*, indicating that the General Inquiry Definition table is used to determine security groups.

GIDF Coding Instructions



	Type	Security Groups	Inquiry Processor	Inquiry Input Size
1	QADS	QGEN ATR1 TEST	HGIQADS	0000
2	QANM	QGEN ATR1 TEST	HGIQANM	0036
3	QAPT	QGEN	HXIQAPT	0006
4	QATR	QGEN ATR1 TEST	HEIQETR	0031
5	QATS	QGEN ATR1 TEST	HGIQATS	0010
6	QAWK	QGEN ATR1 TEST	HGIQAWK	0010
7	QBTC	QGEN XPYR	HHIQBTC	0017
8	QCBF	QGEN BEN1	HHIQCBF	0020
9	QCBN	QGEN BEN1	HHIQCBN	0036
10	QCBR	QGEN BEN1	HHIQCBR	0010
11	QCHK	QGEN XPYR	HAIQCHK	0027
12	QCON	NUSE	HAIQCON	0019
13	QCOW	NUSE	HEIQCOW	0038
14	QDNM	QGEN BEN1	HHIQDNM	0036
15	QDPM	QGEN XPYR	HAIQDPM	0017

Field Name	Length	Definition
Type	4	**Key Field.** Defines the specific Inquiry that is being used.
Security Group	16	Defines up to four security groups that have access to this inquiry. They are the same functions as the Security Groups on the Format Definition for Table table.
Inquiry Processor	8	Specific COBOL General Inquiry Processor (GIP) called by the GIC for this Inquiry.

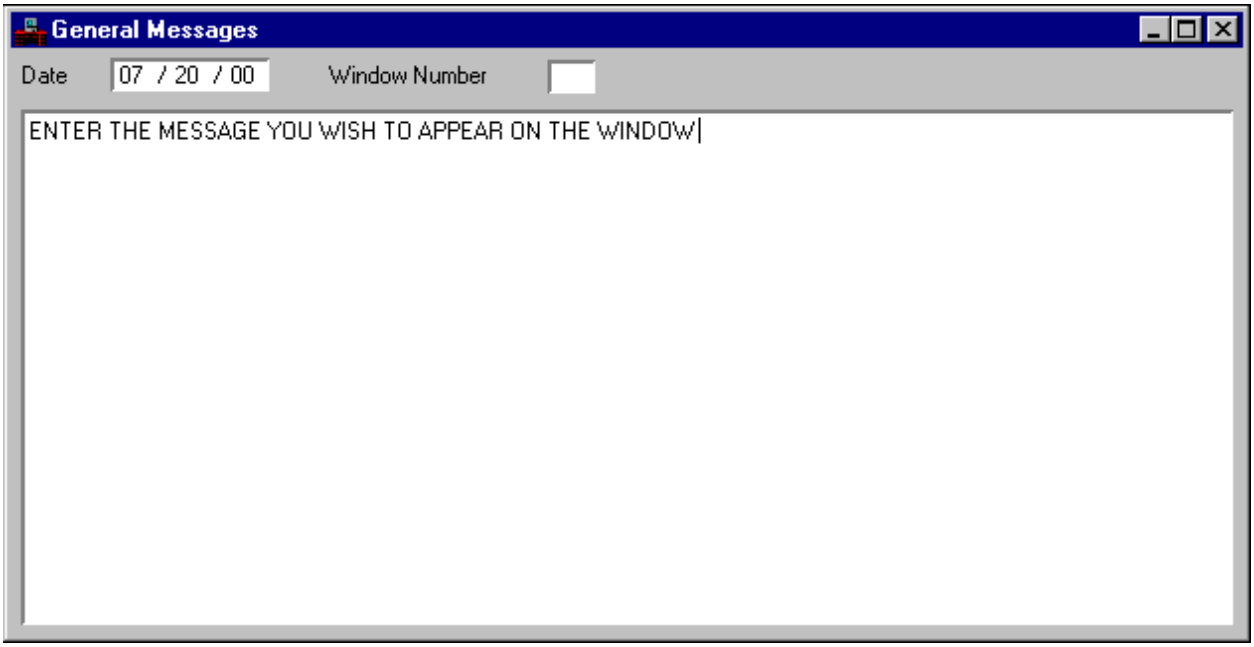
Inquiry Input Size	4	Contains the length of the inquiry input portion of the IOAREA. For example, the Inquiry Input Size for the QLBL screen is 20 because the field lengths total 20.

General Messages (GMSS)

Purpose

The General Messages (GMSS) window records dated general messages.

GMSS Coding Instructions



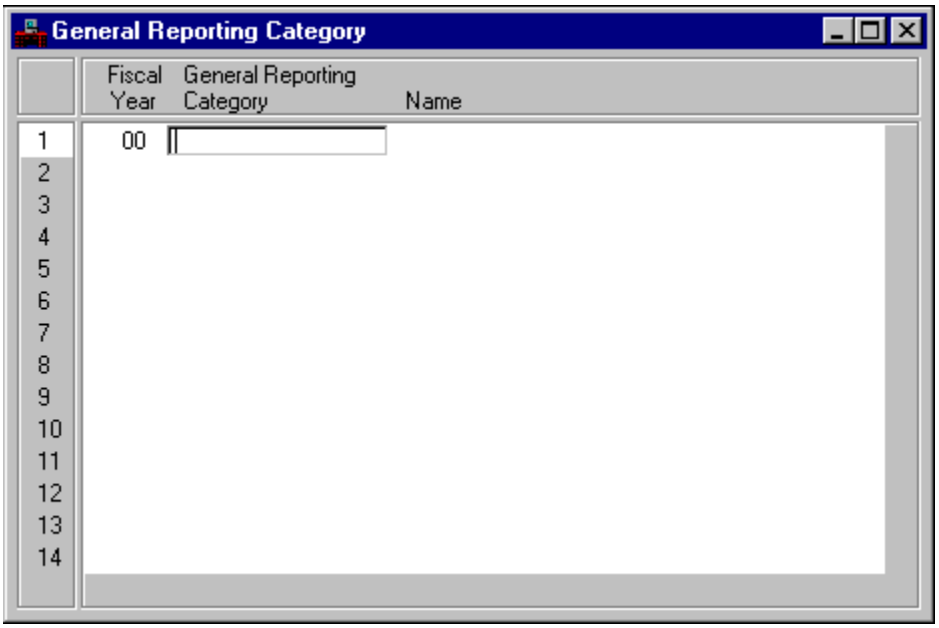
Field Name	Length	Definition
Date	6	**Optional.** Enter the date (*mm/dd/yy*) of the message.
Window Number	2	**Optional.** Enter the window number.
No Label	75 x 17	**Optional.** Enter the message you wish to appear on the window.

General Reporting Category (GRPT)

Purpose

General Reporting Category (GRPT) defines valid values and associated descriptive names for general reporting category values. These values are included in accounting distributions on transactions to record data not covered by any other value. The user defines how the general reporting category values are used. In all cases, the values are used within the financial system for reporting purposes only. If the Job Costing Subsystem or Extended Project Accounting is used, General Reporting Category (GRPT) values cannot be used on documents. Since the general reporting category is entered in the Job Number field, this field can only be used for one of the following: the general reporting category value, the extended project number, or the job number. To see if the Job Costing Subsystem and Extended Project Accounting system options are being used, check System Control Options (SOP2). When General Reporting Category (GRPT) is being used, the value entered in the Job Number field is validated against General Reporting Category (GRPT).

GRPT Coding Instructions



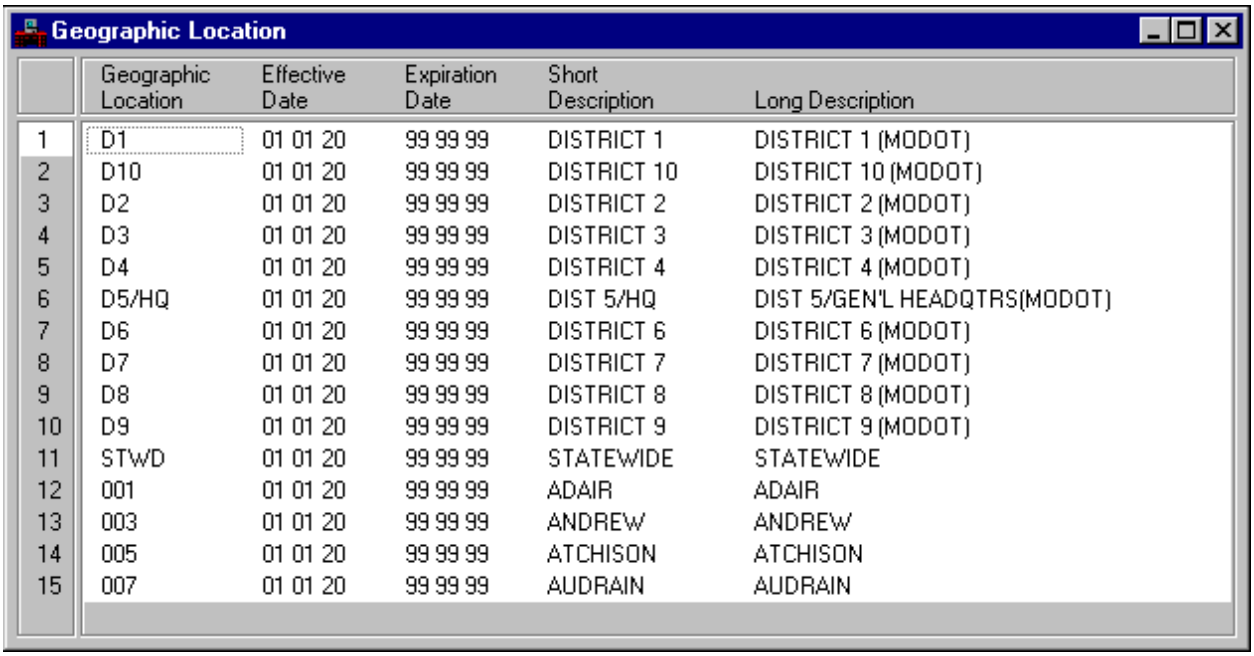
Field Name	Length	Definition
Fiscal Year	2	**Key field.** Enter the last two digits of the applicable fiscal year.
General Reporting Category	8	**Key field.** If adding a new line, enter a unique value; if changing or deleting an existing line, enter the affected value.
Name	30	Default is blank. Used as the general reporting category description on reports. Enter the name to appear on reports.

Geographic Location (GEOG)

Purpose

The Geographic Location (GEOG) window is used to define codes which identify the area where an applicant currently resides, or the area where an applicant is seeking employment.

GEOG Coding Instructions



	Geographic Location	Effective Date	Expiration Date	Short Description	Long Description
1	D1	01 01 20	99 99 99	DISTRICT 1	DISTRICT 1 (MODOT)
2	D10	01 01 20	99 99 99	DISTRICT 10	DISTRICT 10 (MODOT)
3	D2	01 01 20	99 99 99	DISTRICT 2	DISTRICT 2 (MODOT)
4	D3	01 01 20	99 99 99	DISTRICT 3	DISTRICT 3 (MODOT)
5	D4	01 01 20	99 99 99	DISTRICT 4	DISTRICT 4 (MODOT)
6	D5/HQ	01 01 20	99 99 99	DIST 5/HQ	DIST 5/GEN'L HEADQTRS(MODOT)
7	D6	01 01 20	99 99 99	DISTRICT 6	DISTRICT 6 (MODOT)
8	D7	01 01 20	99 99 99	DISTRICT 7	DISTRICT 7 (MODOT)
9	D8	01 01 20	99 99 99	DISTRICT 8	DISTRICT 8 (MODOT)
10	D9	01 01 20	99 99 99	DISTRICT 9	DISTRICT 9 (MODOT)
11	STWD	01 01 20	99 99 99	STATEWIDE	STATEWIDE
12	001	01 01 20	99 99 99	ADAIR	ADAIR
13	003	01 01 20	99 99 99	ANDREW	ANDREW
14	005	01 01 20	99 99 99	ATCHISON	ATCHISON
15	007	01 01 20	99 99 99	AUDRAIN	AUDRAIN

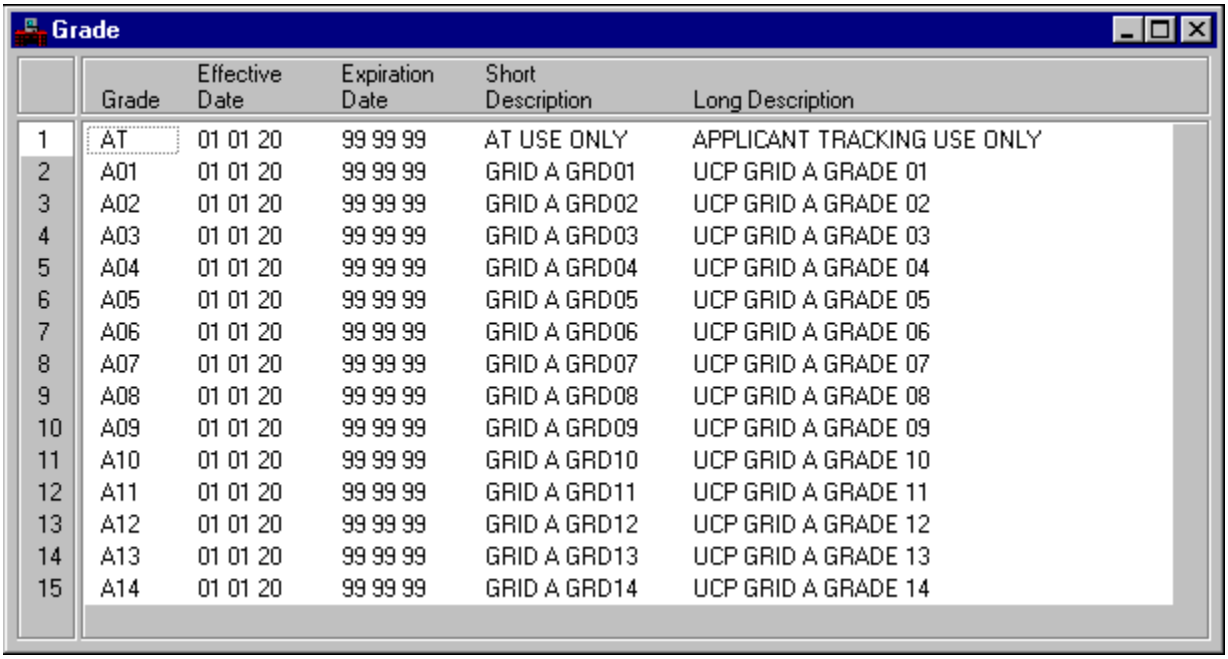
Field Name	Length	Definition
Geographic Location	6	**Required.** Enter the geographic area code you changing, adding, or expiring.
Effective Date	6	**Required.** Enter the date (*mm dd yy*) the entry becomes effective.
Expiration Date	6	Default is *99/99/99*. Enter the last date the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the geographic area code.
Long Description	30	Default is Short Description entry. Enter the new or changed long description of the geographic area code.

Grade (GRDE)

Purpose

The Grade (GRDE) window defines the codes which can be used to determine employees' pay or promotion schedules.

GRDE Coding Instructions



	Grade	Effective Date	Expiration Date	Short Description	Long Description
1	AT	01 01 20	99 99 99	AT USE ONLY	APPLICANT TRACKING USE ONLY
2	A01	01 01 20	99 99 99	GRID A GRD01	UCP GRID A GRADE 01
3	A02	01 01 20	99 99 99	GRID A GRD02	UCP GRID A GRADE 02
4	A03	01 01 20	99 99 99	GRID A GRD03	UCP GRID A GRADE 03
5	A04	01 01 20	99 99 99	GRID A GRD04	UCP GRID A GRADE 04
6	A05	01 01 20	99 99 99	GRID A GRD05	UCP GRID A GRADE 05
7	A06	01 01 20	99 99 99	GRID A GRD06	UCP GRID A GRADE 06
8	A07	01 01 20	99 99 99	GRID A GRD07	UCP GRID A GRADE 07
9	A08	01 01 20	99 99 99	GRID A GRD08	UCP GRID A GRADE 08
10	A09	01 01 20	99 99 99	GRID A GRD09	UCP GRID A GRADE 09
11	A10	01 01 20	99 99 99	GRID A GRD10	UCP GRID A GRADE 10
12	A11	01 01 20	99 99 99	GRID A GRD11	UCP GRID A GRADE 11
13	A12	01 01 20	99 99 99	GRID A GRD12	UCP GRID A GRADE 12
14	A13	01 01 20	99 99 99	GRID A GRD13	UCP GRID A GRADE 13
15	A14	01 01 20	99 99 99	GRID A GRD14	UCP GRID A GRADE 14

Field Name	Length	Definition
Grade	5	**Required.** Enter the grade code.
Effective Date	6	**Required.** Enter the date (*mm dd yy*) the entry becomes effective.
Expiration Date	6	Default is *99/99/99*. Enter the last date the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the grade code.
Long Description	30	Default is Short Description entry. Enter the new or changed long description of the grade code.

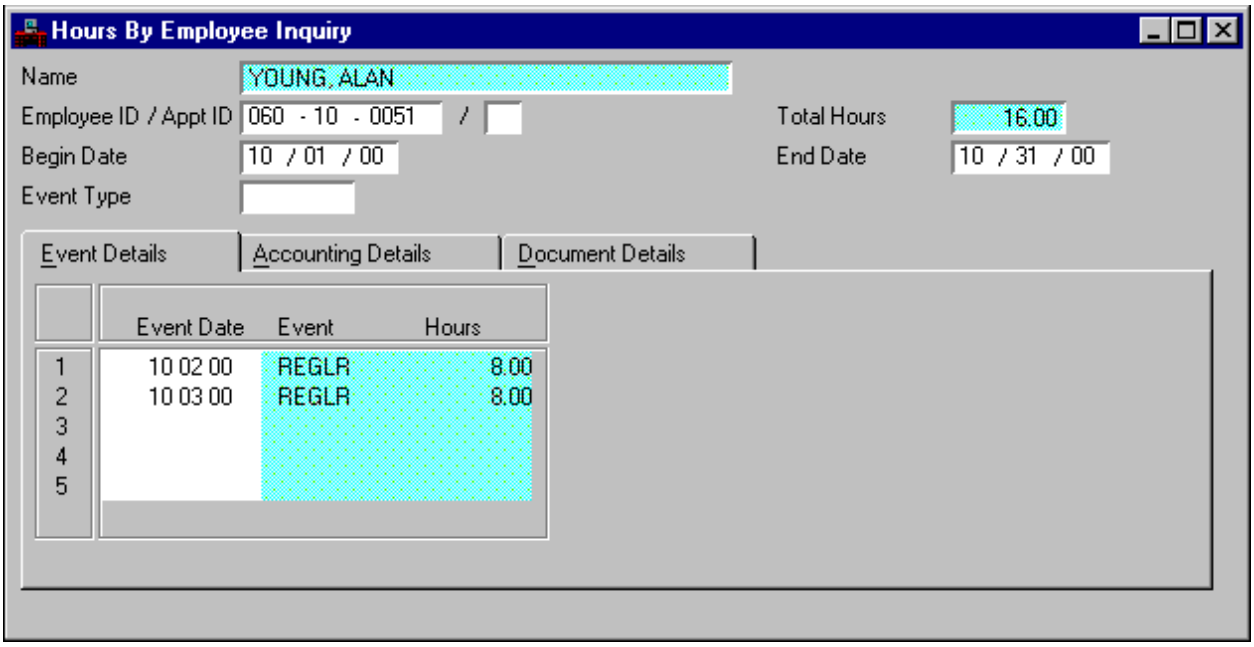
H

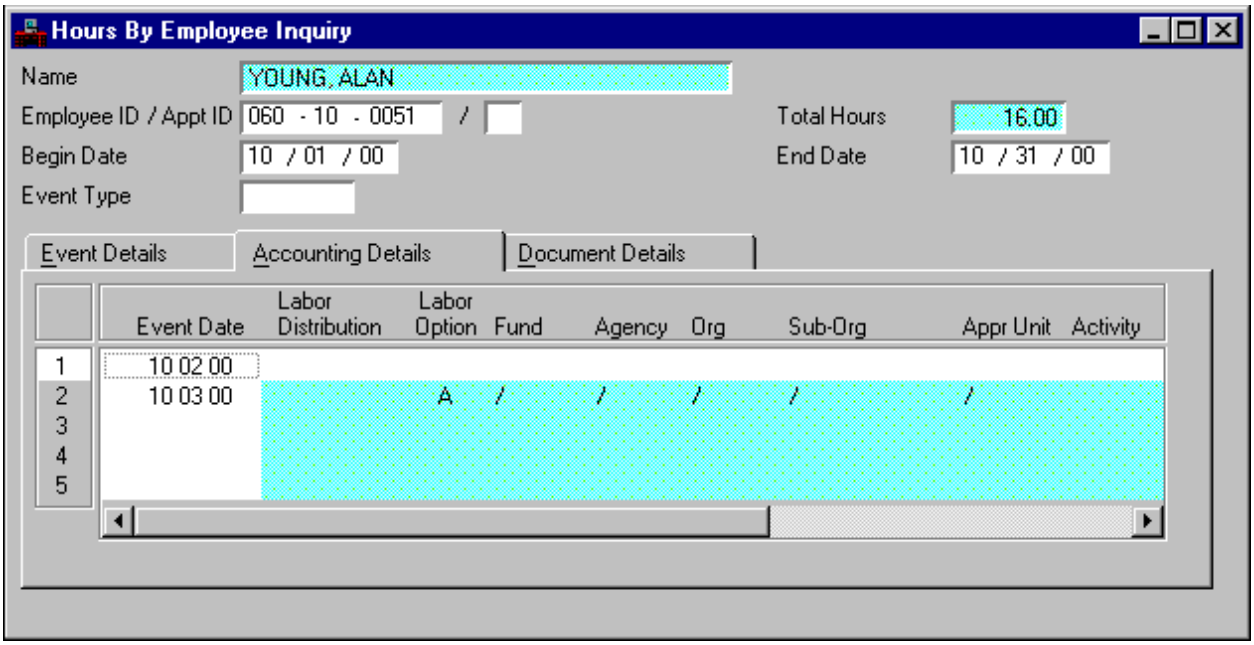
Hours by Employee (QHRE)

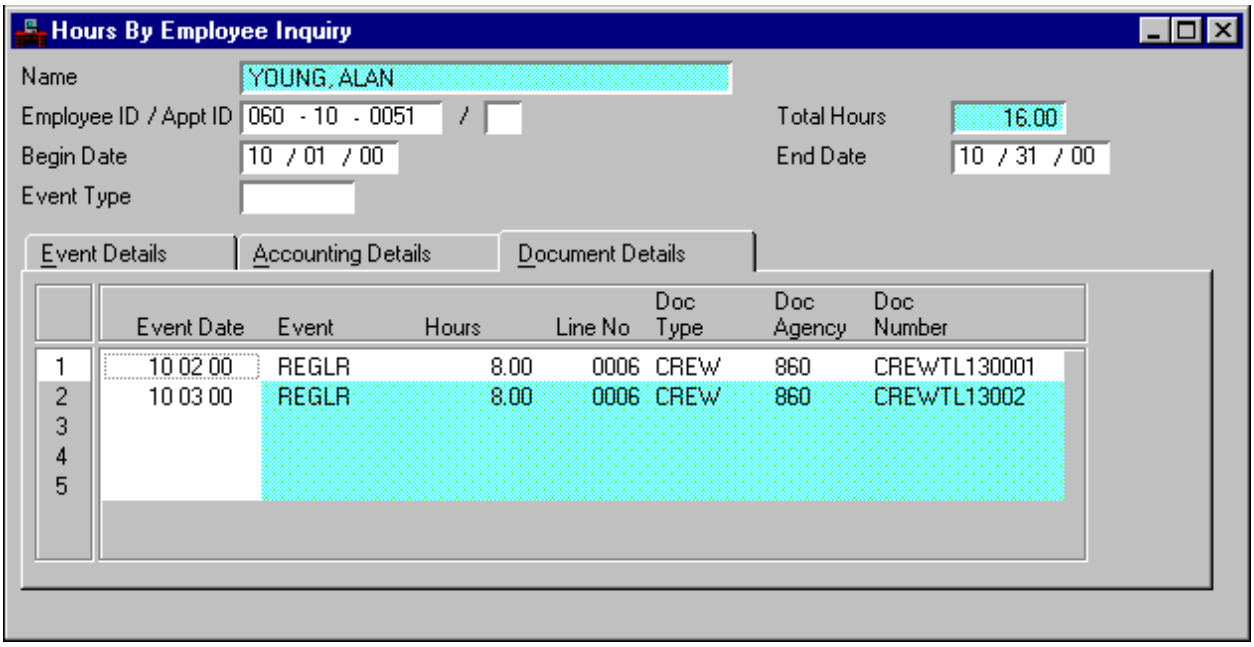
Purpose

The Hours by Employee (QHRE) window allows users to view time and attendance data entered for an employee for a specific date.

QHRE Coding Instructions







Field Name	Length	Definition
Name	Display Only	The employee's full name (last name, first name, and middle initial) is displayed.
Employee ID	10	**Requires Input.** Enter the employee's identification (SSN) number.

Appointment ID	1	**Input Optional.** This field requires input only if the employee is working in multiple positions concurrently. If processing a primary appointment, leave this field blank. If processing a secondary appointment, a character must be entered.
Total Hours	Display Only	The total of all hours entered on a timesheet for the employee within the dates specified is displayed.
Begin Date	6	**Input Optional.** Enter the Begin Date to view time and attendance data starting from this date. If left blank, this field will default to the current date.
End Date	6	**Input Optional.** Enter the End Date to view time and attendance data ending on this date. If left blank, this field will default to the current date.
Event Type	5	**Input Optional.** Enter the Event Type to view only one certain event for an employee.
Event Details		
Event Date	6	**Input Optional.** Enter the date on which the event specified occurred. The date must be within the Begin Date and the End Date specified in the Header. If left Blank, all dates within the Begin Date and End Date will be displayed.
Event Type	Display Only	The Event Type entered on the timesheet by date will be is displayed.
Hours	Display Only	The hours for the specified Event Type and Event Date will be displayed.
Accounting Details		
Event Date	6	**Input Optional.** Enter the date on which the event specified occurred. The date must be within the Begin Date and the End Date specified in the Header. If left Blank, all dates within the Begin Date and End Date will be displayed.
Labor Distribution Profile	Display Only	If entered on the original document, the Labor Distribution Profile Code is displayed.

Distribution Option	Display Only	If entered on the original document, the value to indicate the labor distribution profile option is displayed. Valid values are: • Select **Employee Assignment** to use the default labor distribution attributes. • Select **Entered Profile** to use an override labor distribution profile. • Select **Entered Acctg Values** to override accounting attributes. Enter the accounting distribution codes. • Select **Position Assignment** to use the accounting attributes assigned to the employee's position.
Fund	Display Only	If entered on the original document, the fiscal or accounting entity to be charged is displayed.
Agency	Display Only	If entered on the original document, the Agency for which the employee works is displayed.
Organization/Sub	Display Only	If entered on the original document, the Organization and Sub-Organization code to which the employee reports is displayed.
Appr Unit	Display Only	If entered on the original document, the Appropriation Unit code to which the employee reports is displayed.
Activity	Display Only	If entered on the original document, the Activity code used for a further breakdown of financial activity is displayed.
Function	Display Only	If entered on the original document, the Function code representing the budget for the group-related activity is displayed.
Object/Sub	Display Only	If entered on the original document, the Object code corresponding to the object of expense is displayed. Likewise, if entered on the original document, the Sub-Object which is a further breakdown of object is displayed.
Job Number	Display Only	If entered on the original document, the Job Number code used to track specific costs associated with particular projects or jobs is displayed.

Reporting Category	Display Only	If entered on the original document, the Reporting Category is displayed.

Document Details

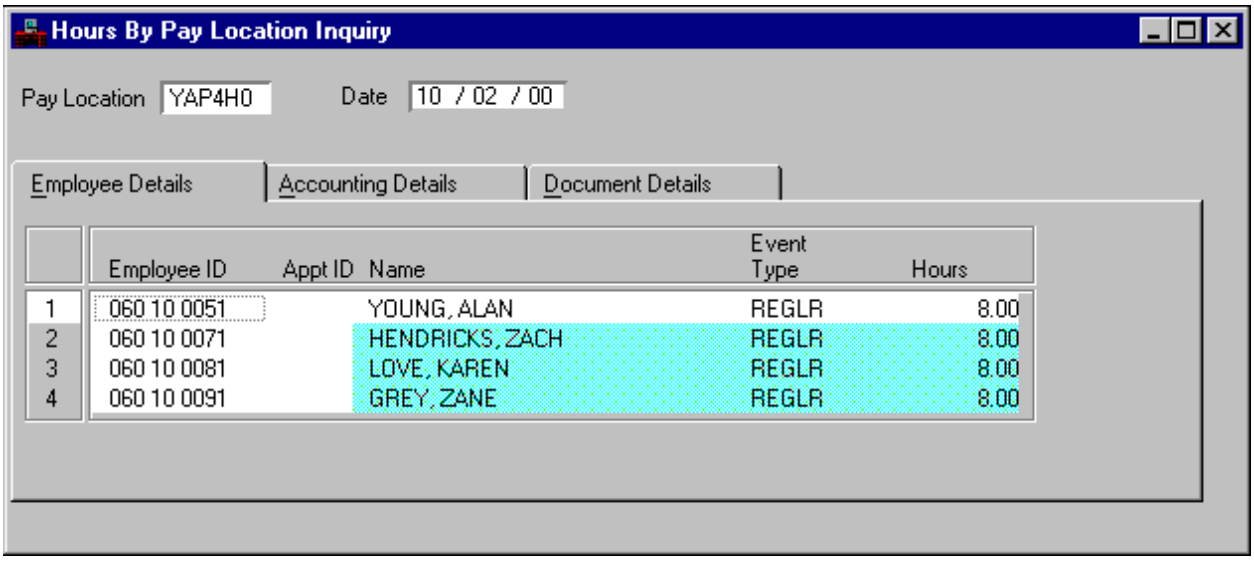
Event Date	6	**Input Optional.** Enter the date on which the event specified occurred. The date must be within the Begin Date and the End Date specified in the Header. If left Blank, all dates within the Begin Date and End Date will be displayed.
Event Type	Display Only	The Event Type entered on the timesheet by date will be is displayed.
Hours	Display Only	The hours for the specified event and event date will be displayed.
Line Number	Display Only	The line number associated with the original document is displayed.
Document Type	Display Only	The Document Type of the original document processed is displayed.
Document Agency	Display Only	The Agency entered on the original document is displayed.
Document Number	Display Only	The Document Number assigned to the original document is displayed.

Hours by Pay Location (QHPL)

Purpose

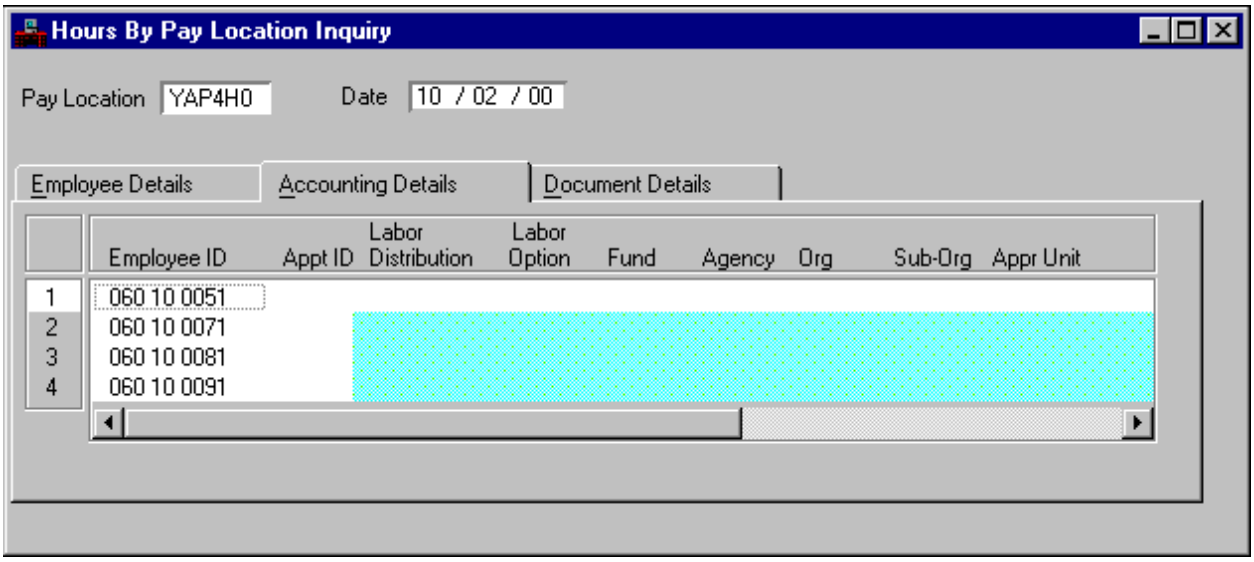
The Hours by Pay Location (HRPL) window allows users to view all the employees of a specific pay location and their time and attendance data for a specific day.

QHPL Coding Instructions



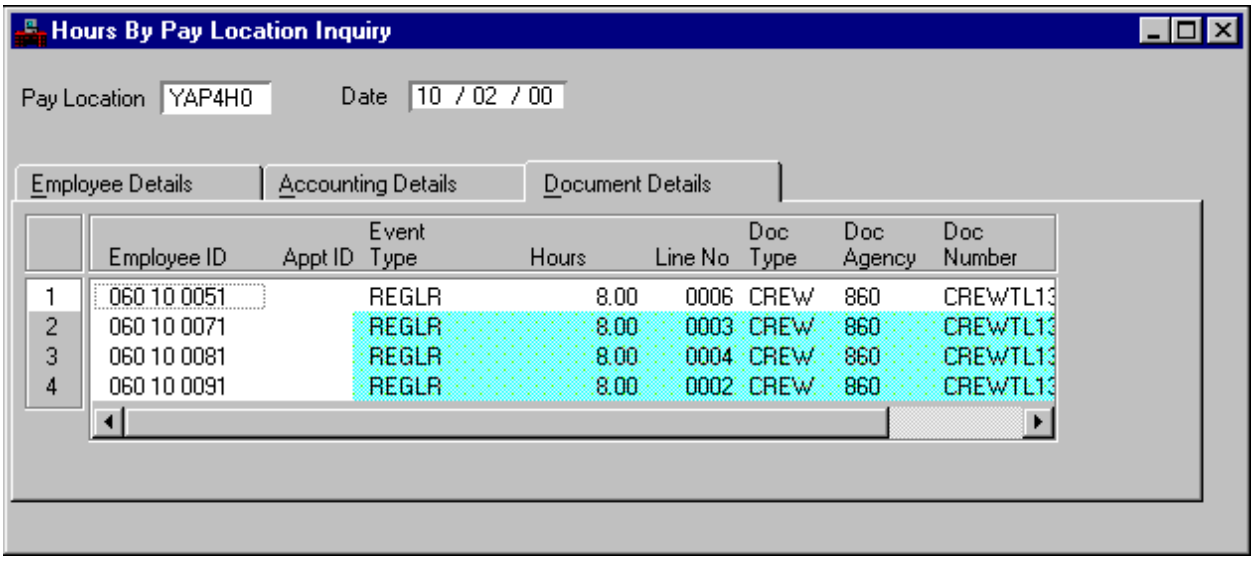
Field Name	Length	Definition
Pay Location	6	**Requires Input.** Enter the employee's pay location applicable to the Crew desired. Refer to the Location (LOC) window for valid codes.
Date	6	**Input Optional.** Enter the date (*mm/dd/yy*) on which the specified event occurred. If left blank, this field will default to the current date.
Event Details		
Employee ID	10	**Input Optional.** Enter the employee's identification (SSN) number. If left blank, the fields will be filled will all employees assigned to the Pay Location specified.
Appointment ID	1	**Input Optional.** If the employee holds more than one appointment, enter the appropriate appointment identification number for the employee. If this filed is left blank, the employee data pertains to the employee's primary appointment.
Name	Display Only	The employee's full name (last name, first name, and middle initial) is displayed.
Event Type	Display Only	The pay or leave event type is displayed.

Hours	Display Only	The hours posted to the event is displayed.



Field Name	Length	Definition
Accounting Details		
Employee ID	10	**Input Optional.** Enter the employee's identification (SSN) number. If left blank, the fields will be filled will all employees assigned to the Pay Location specified.
Appointment ID	1	**Input Optional.** If the employee holds more than one appointment, enter the appropriate appointment identification number for the employee. If this filed is left blank, the employee data pertains to the employee's primary appointment.
Labor Distribution Profile	Display Only	If entered on the original document, the Labor Distribution Profile Code is displayed.
Distribution Option	Display Only	If entered on the original document, the value to indicate the labor distribution profile option is displayed. Valid values are: ***Employee Assignment, Entered Profile, Entered Acctg Values,*** and ***Position Assignment***.

Fund	Display Only	If entered on the original document, the fiscal or accounting entity to be charged is displayed.
Agency	Display Only	If entered on the original document, the Agency for which the employee works is displayed.
Organization/Sub	Display Only	If entered on the original document, the Organization and Sub-Organization code to which the employee reports is displayed.
Appr Unit	Display Only	If entered on the original document, the Appropriation Unit code to which the employee reports is displayed.
Activity	Display Only	If entered on the original document, the Activity code used for a further breakdown of financial activity is displayed.
Function	Display Only	If entered on the original document, the Function code representing the budget for the group-related activity is displayed.
Object/Sub	Display Only	If entered on the original document, the Object code corresponding to the object of expense is displayed. Likewise, if entered on the original document, the Sub-Object which is a further breakdown of object is displayed.
Job Number	Display Only	If entered on the original document, the Job Number code used to track specific costs associated with particular projects or jobs is displayed.
Reporting Category	Display Only	If entered on the original document, the Reporting Category is displayed.



Field Name	Length	Definition
Document Details		
Employee ID	10	**Input Optional.** Enter the employee's identification (SSN) number. If left blank, the fields will be filled will all employees assigned to the Pay Location specified.
Appointment ID	1	**Input Optional.** If the employee holds more than one appointment, enter the appropriate appointment identification number for the employee. If this filed is left blank, the employee data pertains to the employee's primary appointment.
Event Type	Display Only	The pay or leave event type is displayed.
Hours	Display Only	The hours posted to the event is displayed.
Line Number	Display Only	The line number associated with the original document is displayed.
Document Type	Display Only	The Document Type of the original document processed, i.e., CREW, CITS, PPER, is displayed.
Document Agency	Display Only	The Agency entered on the original document is displayed.

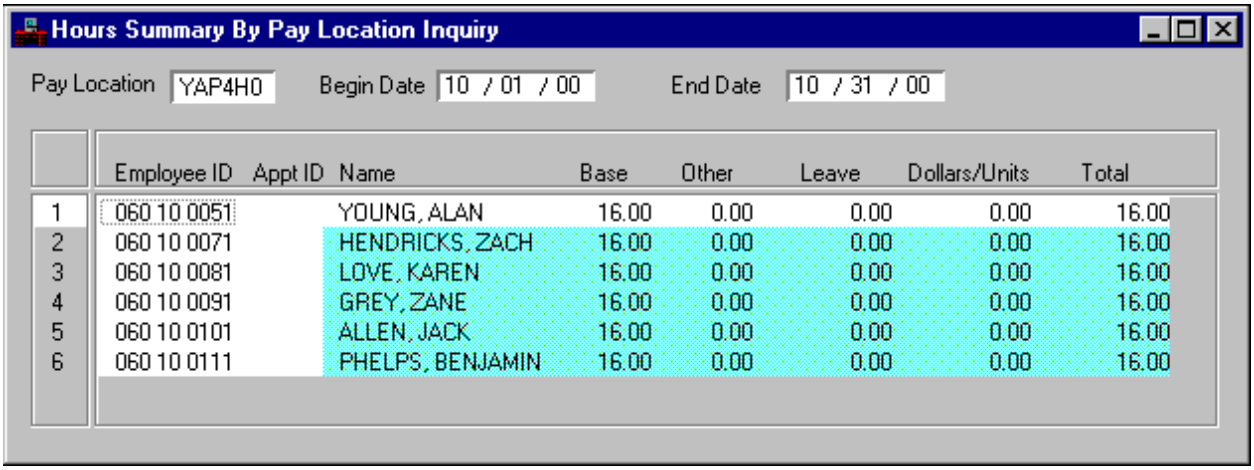
Document Number	Display Only	The Document Number assigned to the original document is displayed.

Hours Summary by Pay Location (QHPS)

Purpose

The Hours Summary by Pay Location (QHPS) window allows users to view all the employees and their hour summaries within a given pay location for a specific date range.

QHPS Coding Instructions



Field Name	Length	Definition
Pay Location	6	**Requires Input.** Enter the employee's pay location applicable to the Crew desired. Refer to the Location (LOC) window for valid codes.
Begin Date	6	**Input Optional.** Enter the Begin Date to view time and attendance data starting from this date. If left blank, this field will default to the current date.
End Date	6	**Input Optional.** Enter the End Date to view time and attendance data ending on this date. If left blank, this field will default to the current date.

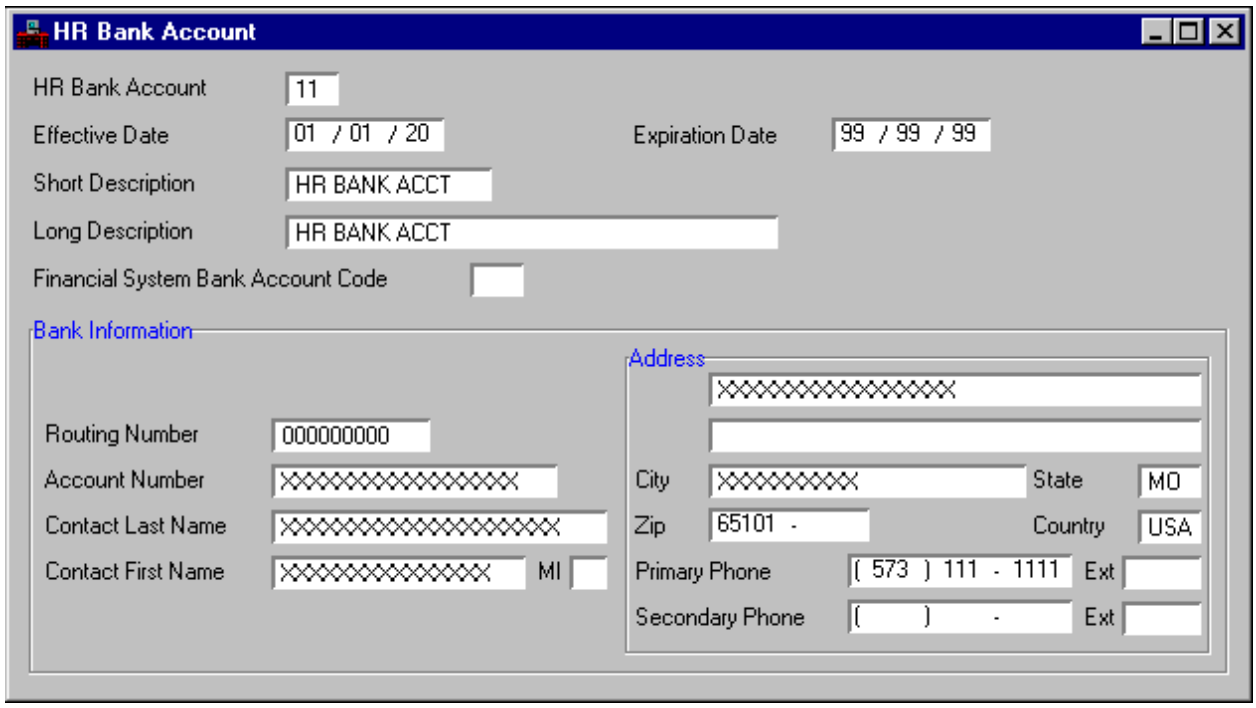
Employee ID	10	**Input Optional.** Enter the employee's identification (SSN) number. If left blank, the fields will be filled will all employees assigned to the Pay Location specified.
Appointment ID	1	**Input Optional.** If the employee holds more than one appointment, enter the appropriate appointment identification number for the employee. If this filed is left blank, the employee data pertains to the employee's primary appointment.
Name	Display Only	The employee's full name (last name, first name, and middle initial) is displayed.
Base	Display Only	The total amount of the employee's base pay types as defined by their Employee Status on their Employee Status Maintenance (ESMT) screen for the time period specified is displayed.
Other	Display Only	The total of all other pay types aside from the base type and any pay types that are unit or dollar based for the time period specified is displayed
Leave	Display Only	The total of all leave hours entered for the time period specified is displayed.
Dollars/Units	Display Only	The total of all unit and dollar based events for the time period specified is displayed.
Total	Display Only	The total hours of all event types for the time period specified is displayed.

HR Bank Account (FINI)

Purpose

The HR Bank Account (FINI) window defines each bank account used in system payroll processing which is assigned a SAM II HR/Payroll bank account code.

FINI Coding Instructions



Field Name	Length	Definition
HR Bank Account	2	**Required.** Enter the SAM II HR/Payroll system bank account code that is being changed, added, or expired. Each bank account used in system payroll processing is assigned a HR bank account code.
Effective Date	6	**Required.** Enter the date the information becomes effective.
Expiration Date	6	**Optional.** Enter the last date the information is in effect. Default is *99/99/99*.
Short Description	12	**Required.** Enter the new or changed short description for the bank account code.
Long Description	30	**Optional.** Enter the new or changed long description for the bank account code. Default is the Short Description entry.
Financial System Bank Account Code	2	**Optional.** Enter a valid bank account code from the SAM II Financial system. Refer to the Bank Account (BANK) window for valid values.
Routing Number	9	**Required.** Enter the bank routing number used for the bank account being defined. The first eight digits define the ABA routing

		number while the last digit indicates the check identification number.
Account Number	17	**Required.** Enter the bank account number used for the bank account being defined. The first fourteen digits indicate the account number and the last three digits identify the branch.
Contact Last Name	20	**Required.** Enter the last name of the bank representative handling this bank account.
Contact First Name	15	**Required.** Enter the first name of the bank representative handling this bank account.
MI	1	**Optional.** Enter the middle initial of the bank representative handling this bank account.
Address Line 1	30	**Required.** Enter the first line of the bank address.
Address Line 2	30	**Optional.** Enter the second line of the bank address if applicable.
City	19	**Required.** Enter the city where the bank is located.
State	3	**Conditional.** Required if the State Required field on the Country (CTRY) window is Y for the entered country code. Optional otherwise. Enter the state code that identifies the state in which the bank is located. Refer to the State (ST) window for valid values.
Zip	9	**Optional.** Enter the postal zip code used in the bank's address for this window entry. The zip code consists of five characters for the primary zip code and four characters for the zip code extension.
Country	3	**Optional.** Enter the country code to represent the country the bank is located in. Defaults to USA. Refer to the Country (CTRY) window for valid values.
Primary Phone	10	**Optional.** Enter the primary telephone number used for contacting the bank regarding this bank account. Telephone numbers consist of three characters for the area code, three characters for the exchange, and four characters for the trunk.
Ext	4	**Optional.** Enter the extension of the primary phone, if any.

Secondary Phone	10	**Optional.** Enter the secondary telephone number used for contacting the bank regarding this bank account. Telephone numbers consist of three characters for the area code, three characters for the exchange, and four characters for the trunk.
Ext	4	**Optional.** Enter the extension of the secondary phone, if any.

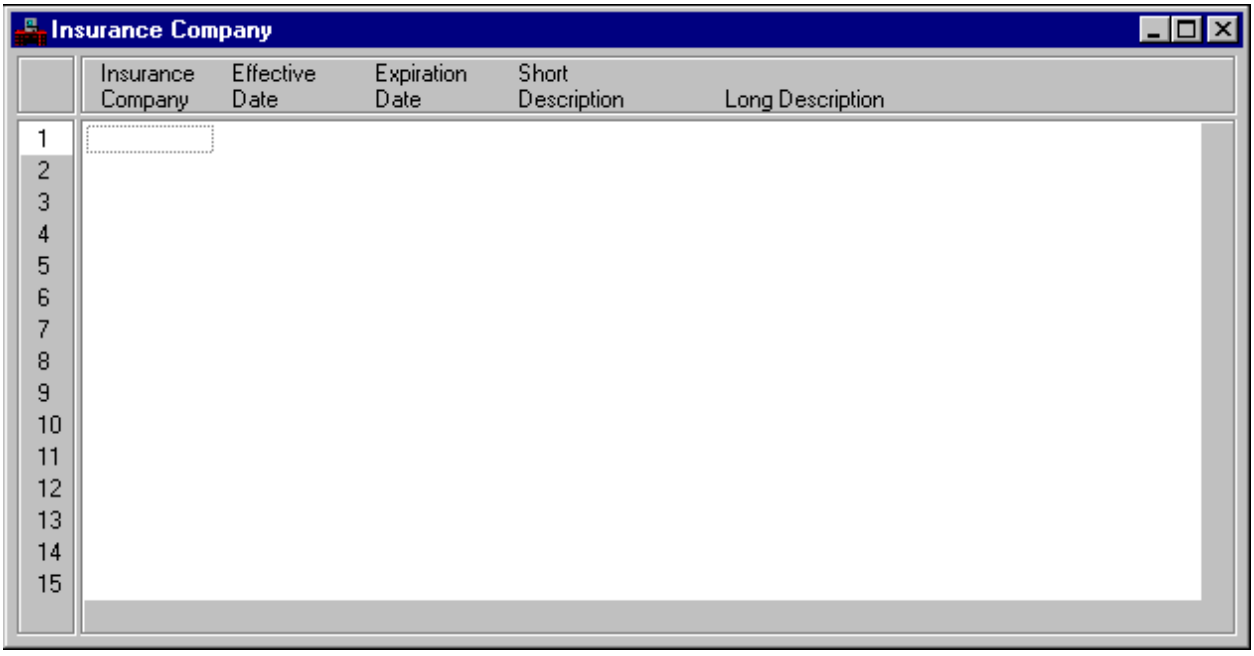
I

Insurance Company (INSC)

Purpose

The Insurance Company (INSC) window defines the codes which identify recognized insurance companies.

INSC Coding Instructions



Field Name	Length	Definition

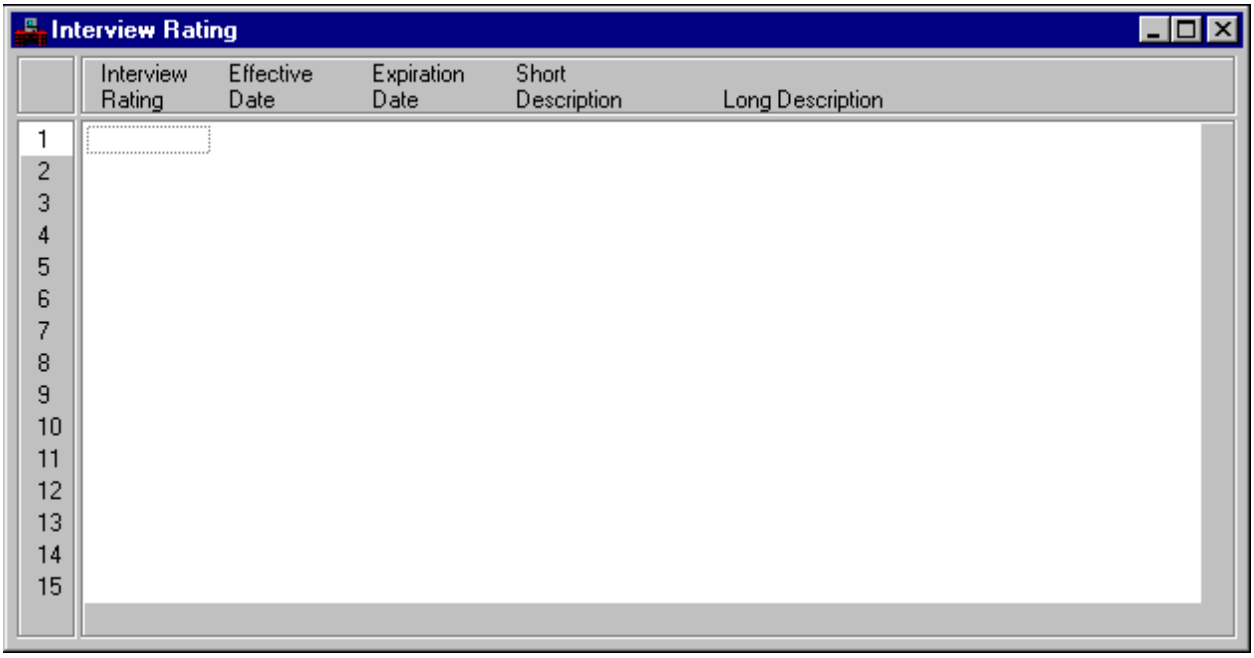
Insurance Company	5	**Required.** Enter the insurance company you wish to define, add, change or delete.
Effective Date	6	**Required.** Enter the date (*mm dd yy*) the entry becomes effective.
Expiration Date	6	Default is *99/99/99*. Enter the last date the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the insurance company.
Long Description	30	Default is Short Description entry. Enter the new or changed long description of the insurance company.

Interview Rating (IRTG)

Purpose

The Interview Rating (IRTG) window is used to define codes which describe applicants' performance during the interview process.

IRTG Coding Instructions



Field Name **Length** **Definition**

Interview Rating	5	
Effective Date	6	**Required.** Enter the date (*mm dd yy*) the entry becomes effective.
Expiration Date	6	Default is *99/99/99*. Enter the last date the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the interview rating.
Long Description	30	Default is Short Description entry. Enter the new or changed long description of the interview rating.

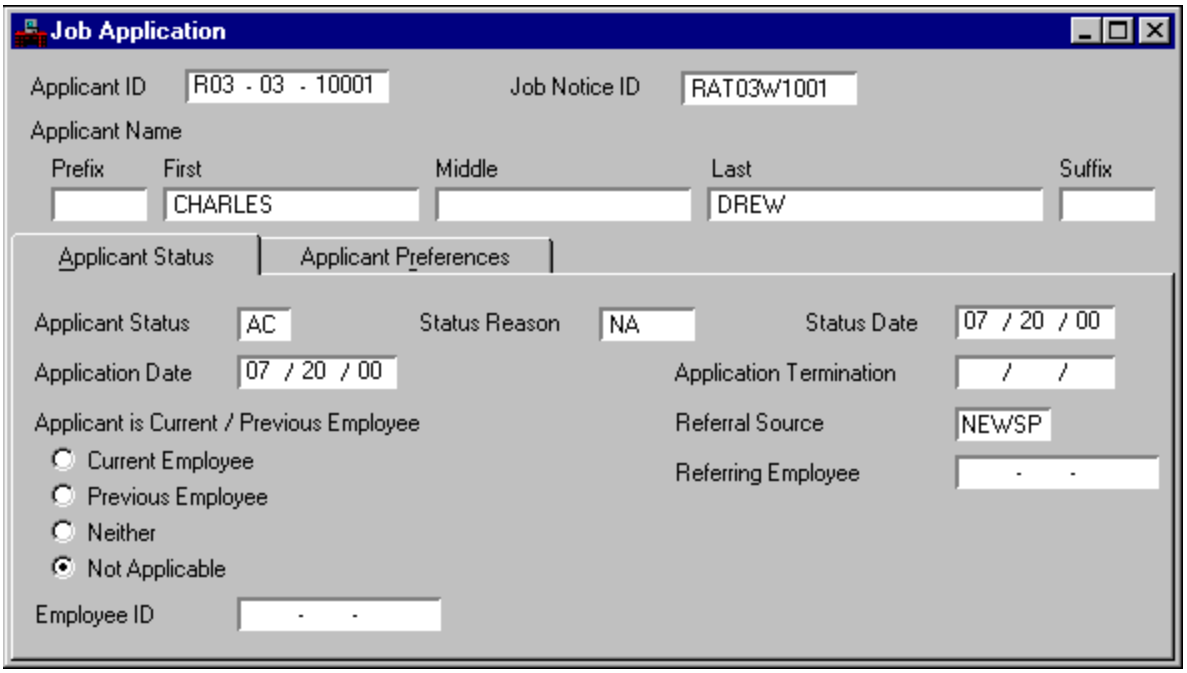
J

Job Application (JOBA)/Applicant Status

Purpose

The Job Application (JOBA) window is used to record and view basic job application information such as applicant ID, name, application date, job notice ID, referral source, start date, and work cycle. Each application must be for a particular job, identified by a job notice ID. The applicant can apply for several different jobs by submitting one application for each unique job notice ID. The applicant can be a current or previous employee, or a potential new hire. Each time the status of the application changes, the Job Application transaction is used to update the record. A status change might change from the initial application to a rejected state. At least one job application must be entered for the applicant before any other applicant-related information can be entered. This window is the point of entry into the system for a new applicant.

JOBA Coding Instructions



Field Name	Length	Definition
Header		
Applicant ID	10	**Required.** Enter a new applicant identification number to establish a new applicant profile. To change an existing applicant profile, enter the number of applicant profile to be changed. Valid values are located on the Applicant Name Inquiry (QANM) window. **Note:** This may be an alpha and/or numeric entry.
Job Notice ID	10	**Required.** Enter the job notice identification number. Valid values are located on the Job Notice Roster (QJNT) window.
Prefix	5	**Optional.** Leave blank, or enter the applicant's name prefix (e.g., such as Mr., Mrs., Dr., etc.). Valid values are located on the Name Prefix (PREX) window.
First	15	**Required.** Enter the applicant's first name.
Middle	15	**Optional.** Leave blank, or enter the applicant's middle name or initial.
Last	20	**Required.** Enter the applicant's last name.

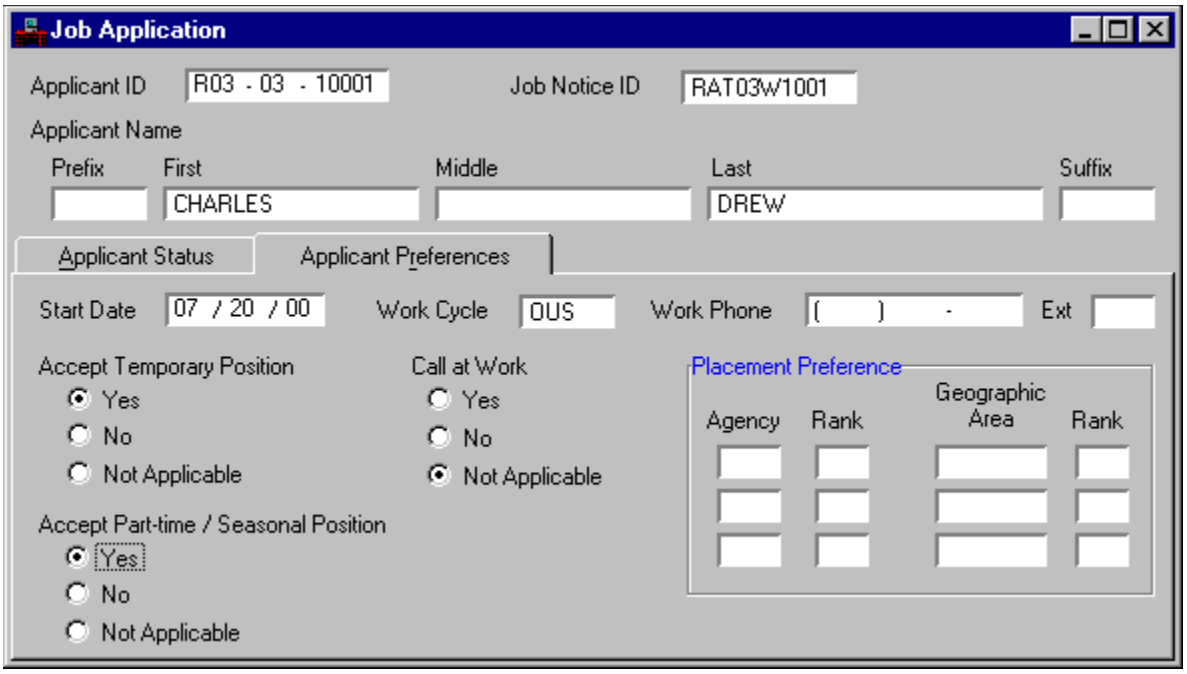
Suffix	5	**Optional.** Leave blank, or enter the applicant's name suffix (e.g., Jr., Sr., etc.). Valid values are located on the Name Suffix (SUFX) window.
Details		
Applicant Status	2	**Required.** Enter the current status of the application. Valid values are located on the Applicant Status (APST) window.
Status Reason	5	**Required.** Enter the reason for the "Applicant Status". Valid values are located on the Applicant Status Reason (APSR) window.
Status Date	6	**Required.** Enter the date (*mm/dd/yy*) of the current status.
Application Date	6	**Required.** Enter the date (*mm/dd/yy*) that the application was completed.
Application Termination	6	**Optional.** Leave blank, or enter the date (*mm/dd/yy*) that the application was terminated.
Application is Current/Previous Employee	Radio Buttons	Default is ***Not Applicable***. Select the value to indicate whether the applicant is a current or previous employee. Valid values are ***Current Employee, Previous Employee, Neither*** and ***Not Applicable***.
Employee ID	10	**Conditional.** Required if the applicant is a current or previous employee; otherwise optional. If the applicant is a current or previous employee, enter the employee identification number.
Referral Source	5	**Optional.** Leave blank, or enter the referral source code. Valid values are located on the Referral Source (REFR) window.
Referring Employee	10	**Optional.** Leave blank, or enter the name or identification number of the employee who referred the applicant.

Job Application (JOBA)/Applicant Preferences

Purpose

The Job Application (JOBA) window is used to record and view basic job application information such as applicant ID, name, application date, job notice ID, referral source, start date, and work cycle. Each application must be for a particular job, identified by a job notice ID. The applicant can apply for several different jobs by submitting one application for each unique job notice ID. The applicant can be a current or previous employee, or a potential new hire. Each time the status of the application changes, the Job Application transaction is used to update the record. A status change might change from the initial application to a rejected state. At least one job application must be entered for the applicant before any other applicant-related information can be entered. This window is the point of entry into the system for a new applicant.

JOBA Coding Instructions



Field Name	Length	Definition
Details		
State Date	6	**Optional.** Leave blank, or enter the start date (*mm/dd/yy*) for employment.
Work Cycle	5	**Optional.** Leave blank, or enter the preferred work cycle code. Valid values are located on the Work Cycle (WKCY) window.

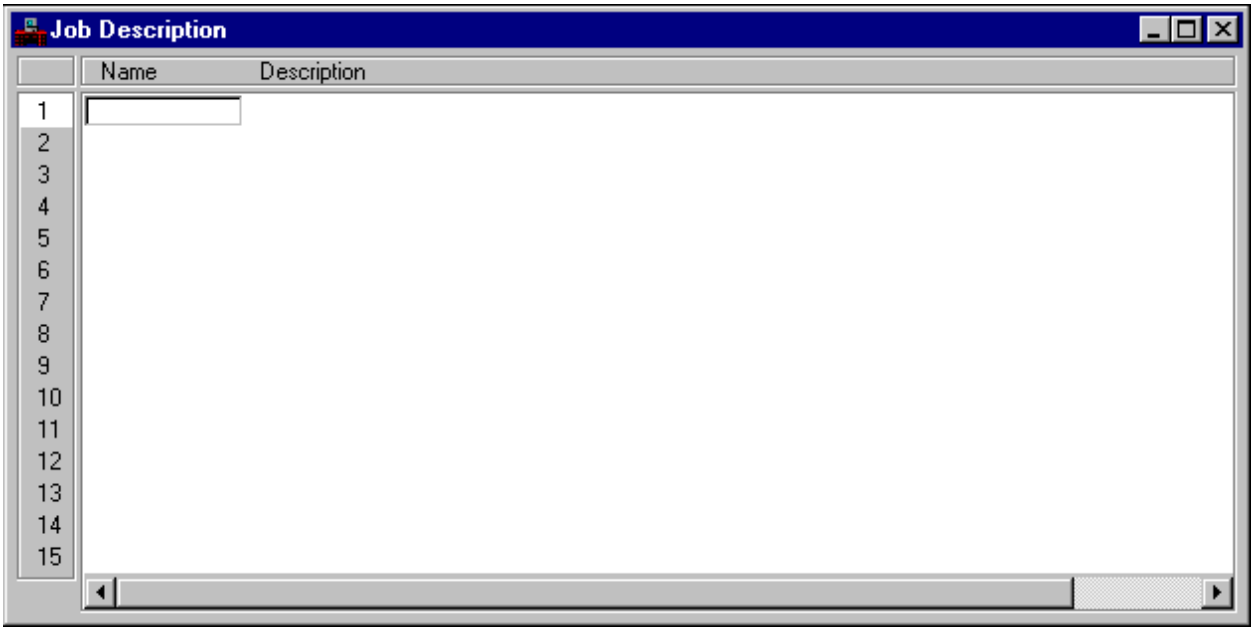
Work Phone	10	**Conditional.** Required if **Call at Work is *Yes*; otherwise, optional. Enter the applicant's work telephone number (area code and number).**
Extension	4	**Optional.** Leave blank, or enter the extension of the applicant's work telephone number.
Accept Temporary Position	Radio Buttons	Default is ***Not Applicable***. Select ***Yes*** if the applicant will accept a temporary position, ***No*** if the applicant will not, or ***Not Applicable*** if acceptance of a temporary position does not apply to this applicant.
Call at Work	Radio Buttons	Default is ***Not Applicable***. Select ***Yes*** if the applicant can be called at work; ***No*** if the applicant cannot be called at work; or ***Not Applicable*** if this does not apply to the applicant.
Accept Part-time/Seasonal Position	Radio Buttons	Default is ***Not Applicable***. Select ***Yes*** if the applicant will accept a part-time/seasonal position; ***No*** if the applicant will not accept a part-time/seasonal position; or ***Not Applicable*** if acceptance of a part-time or seasonal position does not apply to the applicant.
Agency (1-3)	3 x 3	**Optional.** Leave blank, or enter the preferred agency code. Applicants can have up to three preferences.
Rank (1-3)	2 x 3	**Conditional.** Required if a value is entered for **Agency**; otherwise, optional. Enter the rank code of the preferred agency. The rank code identifies preferences among the specified agency codes. Valid values are located on the Rank (RANK) window.
Geographic Area (1-3)	6 x 3	**Optional.** Leave blank, or enter the preferred geographic location code. The applicant can have up to three preferences. Valid values are located on the Geographical Location (GEOG) window.
Rank (1-3)	3 x 3	**Conditional.** Required if a value is entered for **Geographic Area**; otherwise, optional. Enter the rank of the preferred geographic location. The rank code identifies preferences among the specified geographic location codes. Valid values are located on the Rank (RANK) window.

Job Description (JDES)

Purpose

The Job Description (JDES) window identifies jobs available for online submission for the current user. This window also provides the description for each job.

JDES Coding Instructions



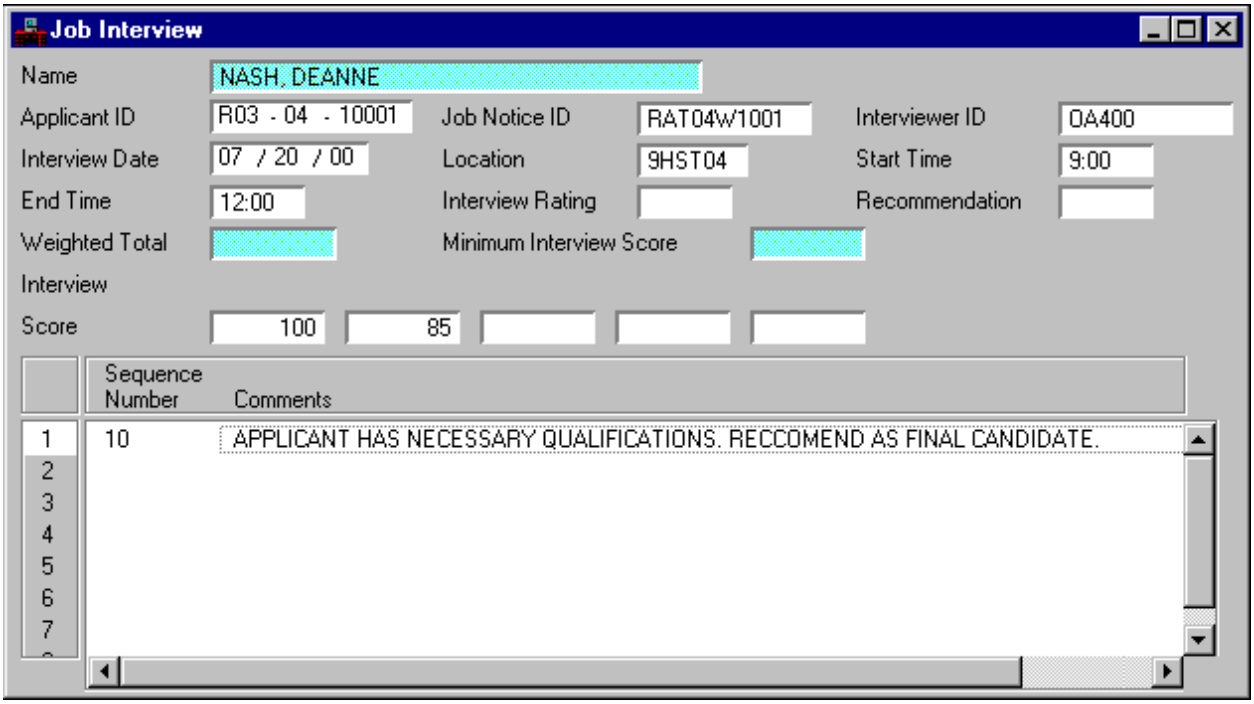
Field Name	Length	Definition
Name	8	The name by which jobs are identified on the Job Submission window. This is often the name of the program being executed.
Description	70	The description of the job name.

Job Interview (JOBI)

Purpose

The Job Interview (JOBI) window is used to record and view basic interview information such as interview date, interview start and end time, interviewer ID and interview location. The interviewer may also enter the interview report by using the comment lines provided at the bottom of the window. The Job Interview (JOBI) window stores subjective evaluations of applicants.

JOBI Coding Instructions



Field Name	Length	Definition
Name	Display Only	Displays the applicant's full name (last name, first name, and middle initial).
Applicant ID	10	**Required.** Enter the applicant's identification number.
Job Notice ID	10	**Required.** Enter the job notice identification number for which the applicant is a candidate. Valid values are located on the Job Notice Roster (QJNT) window.
Interviewer ID	10	**Required.** Enter the interviewer's identification number. This is usually the employee identification number of the interviewer.
Interview Date	6	**Required.** Enter the interview date.

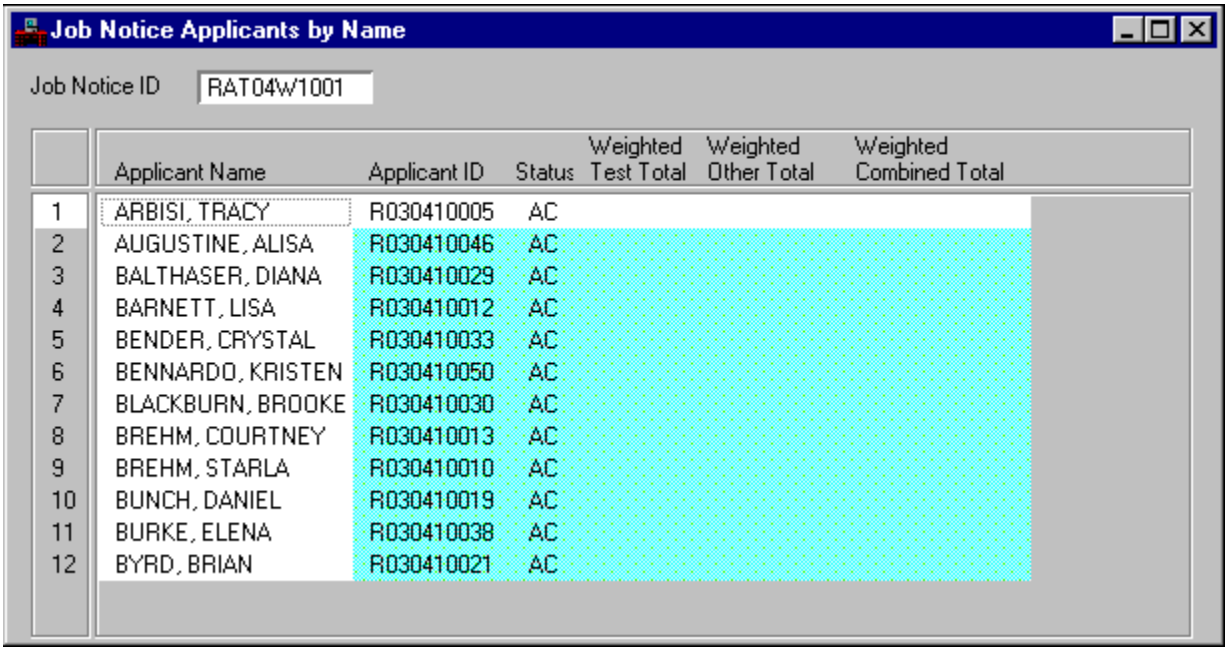
Location	6	**Optional.** Leave blank, or enter the location code of interview. Valid values are located on the Location (LOC) window.
Start Time	5	**Required.** Enter the start time (*hh:mm*) of the interview.
End Time	5	**Optional.** Leave blank, or enter the end time (*hh:mm*) of the interview.
Interview Rating	5	**Optional.** Leave blank, or enter the rating code for the interview. Valid values are located on the Interview Rating (IRTG) window.
Recommendation	5	**Optional.** Leave blank, or enter the recommendation code. Valid values are located one the Recommendation (RCMD) window.
Weighted Total	Display Only	Displays the weighted total of the **Interview Score(s)** as calculated by the system.
Minimum Interview Score	Display Only	Displays the minimum required interview score for the job notice. This value is from the Job Requirement (JBRQ) entry associated with this job notice as of the application date.
Interview Score (1-5)	8 x 5	**Optional.** Leave blank, or enter the applicant's interview score for each displayed interview type.
Sequence Number	5	**Conditional.** Required for each **Comments** line on which text is entered. Optional if no **Comments** are entered. Enter a sequence number for each comment line. The sequence number should allow for easy insertion and deletion of lines. For example, if sequence numbers are 10 and 20, you can later insert 11 and 12.
Comments	70	**Optional.** Leave blank, or enter any additional comments about the interview.

Job Notice Applicants by Name (QJNM)

Purpose

The Job Notice Applicants by Name (QJNM) inquiry window provides applicant summary information for a specific job posting. When the job notice ID is entered, all of the applicants for the job notice are displayed along with weighted score information. Selection Criteria: Job Notice ID.

QJNM Coding Instructions



Field Name	Length	Definition
Job Notice ID	10	**Required.** Enter the number assigned to identify the job notice.
Applicant Name	30	**Required.** Enter the applicant's full name (last name, first name, and middle initial).
Applicant ID	Display Only	The number assigned to identify the applicant is displayed.
Status	Display Only	The applicant's status is displayed.
Weighted Test Total	Display Only	The weighted total of the applicant's test scores are calculated by the system and displayed.
Weighted Other Total	Display Only	The weighted total of the applicant's other factors scores are calculated by the system and displayed.

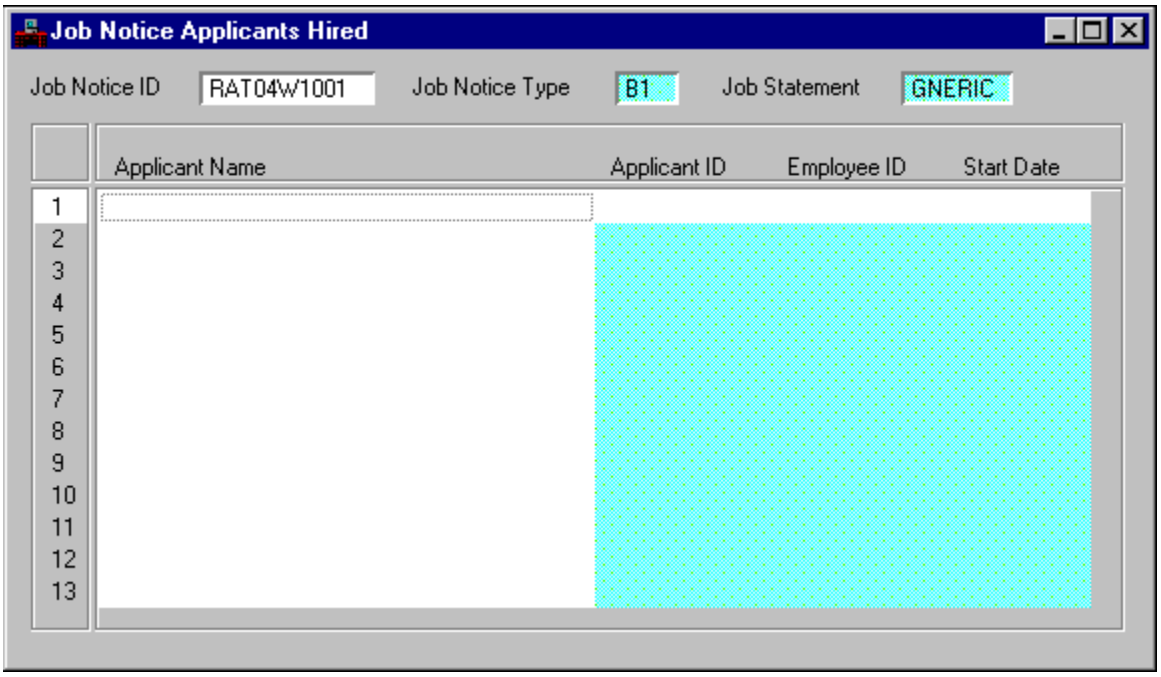
Weighted Combined Total	Display Only	The weighted total of the applicant's combined scores are calculated by the system and displayed.

Job Notice Applicants Hired (QJAH)

Purpose

The Job Notice Applicants Hired (QJAH) inquiry window allows the user to view a list of applicants hired for a specific Job Notice. The window also displays the successful applicant's employee ID and the date the applicant starts the job. An applicant's name is displayed only after the Applicant Status field on the Job Application (JOBA) window indicates that the applicant has been hired. Selection Criteria: Job Notice ID

QJAH Coding Instructions



Field Name	Length	Definition
Job Notice ID	10	**Required.** Enter the number assigned to identify the job notice.
Job Notice Type	Display Only	The code indicating the type of job notice is displayed.

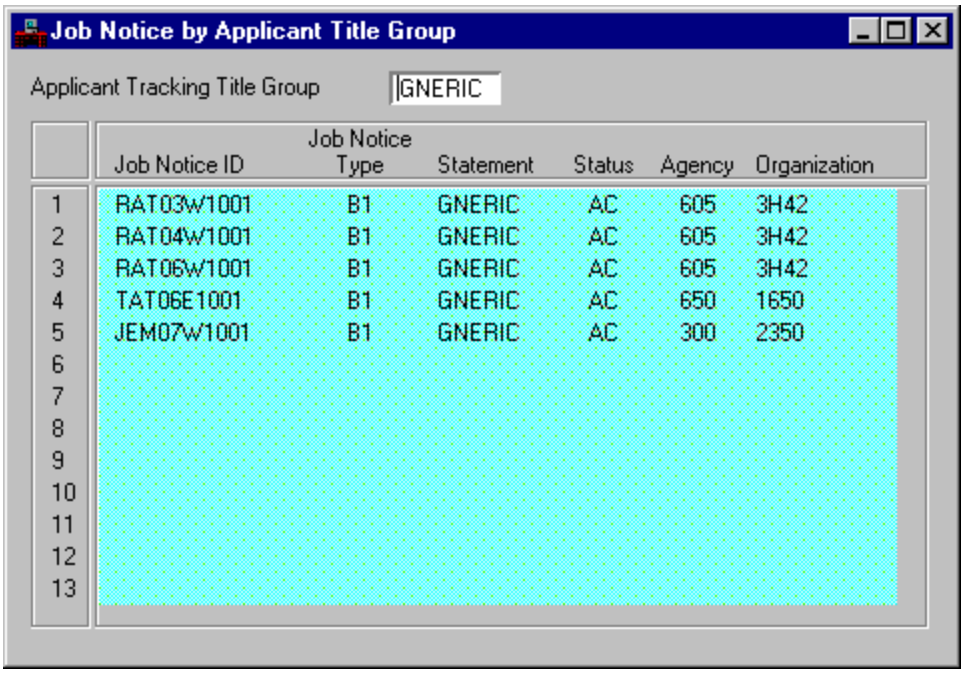
Job Statement	Display Only	The code for the statement describing the job is displayed.
Applicant Name	Display Only	The applicant's full name (last name, first name, and middle initial) is displayed.
Applicant ID	Display Only	The number assigned to identify the applicant is displayed.
Employee ID	Display Only	The successful applicant's employee identification number is displayed.
Start Date	Display Only	The date the applicant starts working is displayed.

Job Notice by Applicant Title Group (QJTG)

Purpose

The Job Notice by Applicant Title Group (QJTG) window displays all Job Notices classified in the same Applicant Tracking Title Group, which is assigned when the job notice is created. Selection Criteria: Applicant Tracking Title Group.

QJTG Coding Instructions



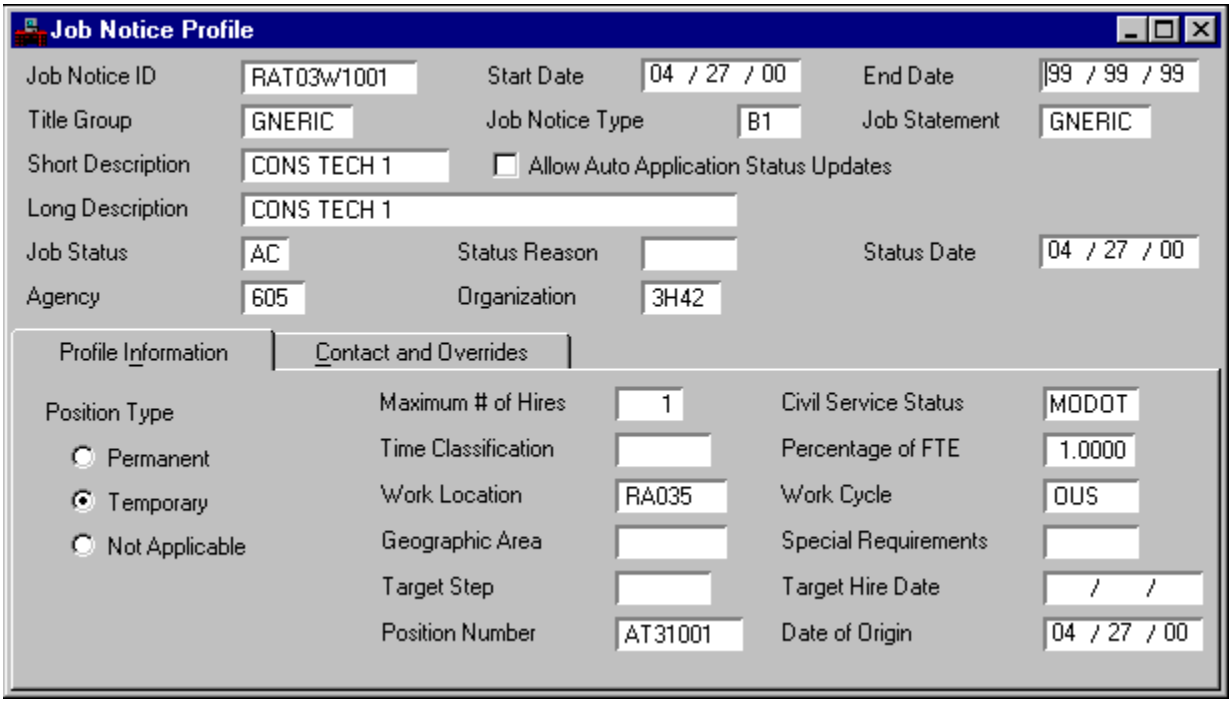
Field Name	Length	Definition
Applicant Tracking Title Group	6	**Required.** Enter the applicant tracking title group code.
Job Notice ID	Display Only	The number assigned to identify the job notice is displayed.
Job Notice Type	Display Only	The code indicating the type of job notice is displayed.
Statement	Display Only	The job statement code is displayed.
Status	Display Only	The status of the job notice is displayed.
Agency	Display Only	The agency where the job is available is displayed.
Organization	Display Only	The organization where the job is available is displayed.

Job Notice Profile (JNOT)/Profile Information

Purpose

The Job Notice Profile (JNOT) window is completed by the agency responsible for processing and/or posting notices.

JNOT Coding Instructions



Field Name	Length	Definition
Header		
Job Notice ID	10	**Required.** Enter a new job notice identification number to establish a new job notice. To change an existing job notice, enter the number of the job notice to be updated. Valid values are located on the Job Notice Roster (QJNT) window. **Note:** This may be an alpha and/or numeric entry.
Start Date	6	**Required.** Enter the date (*mm/dd/yy*) that processing begins on the job notice.

End Date	6	**Optional.** Leave blank, or enter the date (*mm/dd/yy*) that action on the job notice ends.
Title Group	6	**Required.** Enter the code for the title group associated with this job notice. Valid values are located on the Applicant Tracking Title Group (ATTG) window.
Job Notice Type	3	**Optional.** Leave blank, or enter the code for the job notice type that best describes this job notice. Valid values are located on the Job Notice Type (JNTP) window.
Job Statement	6	**Required.** Enter the code for the job statement that best describes the job notice. Valid values are located on the Job Notice Statement (JSTA) window. Select the ***N/A*** code if this field is not applicable.
Short Description	12	**Required.** Enter the short description of the job notice.
Allow Auto Application Status Updates	Checkbox	Default is clear. Check this box to allow auto status updates on applicants for this job notice. Clear to prevent auto status updates on applicants for this job notice.
Long Description	30	Defaults to the **Short Description** entry. Enter the long description of the job notice.
Job Status	2	**Required.** Enter the code for the job notice status that currently applies to the job notice. Valid values are located on the Job Notice Status (JNST) window.
Status Reason	5	**Optional.** Leave blank, or enter the code for the job notice status reason. Valid values are located on the Job Notice Status Reason (JNSR) window.
Status Date	6	**Required.** Enter the date (*mm/dd/yy*) that the **Job Status** is effective.
Agency	3	**Required.** Enter the code for the agency to which the job notice applies. Valid values are located on the Agency Index (AGCY) window.

Organization	4	**Required.** Enter the code for the organization to which the job notice applies. Valid values are located on the Organization Index (ORGN) window.
Details		
Position Type	Radio Buttons	Default is ***Not Applicable.*** Select the value to indicate whether the position is permanent or temporary. Valid values are ***Permanent, Temporary,*** and ***Not Applicable***.
Maximum # of Hires	4	Default is 0. Enter the maximum number of hires for the job notice. **Note:** If maximum number of hires is 0, it is assumed that there is no maximum.
Civil Service Status	5	**Optional.** Leave blank, or enter the code for the civil service status (e.g., UCP merit, UCP non-merit, non-UCP, etc.). Valid values are located on the Civil Service Status (CIVS) window.
Time Classification	5	**Optional.** Leave blank, or enter the code for the time classification. Valid values are located on the Time Classification (TCLT) window.
Percentage of FTE	6	**Optional.** Leave blank, or enter the percentage of full-time equivalent (e.g., 100% is entered as 1. 0, 90% is entered as 0.9, etc.).
Work Location	6	**Optional.** Leave blank, or enter the code for the work location. Valid values are located on the Location (LOC) window.
Work Cycle	5	**Optional.** Leave blank, or enter the code for the work cycle. Valid values are located on the Work Cycle (WKCY) window.
Geographic Area	6	**Optional.** Leave blank, or enter the code that denotes the geographic location associated with the job to be filled. Valid values are located on the Geographic Location (GEOG) window.
Special Requirements	5	**Optional.** Leave blank, or enter the code to indicate additional special requirements for the position already

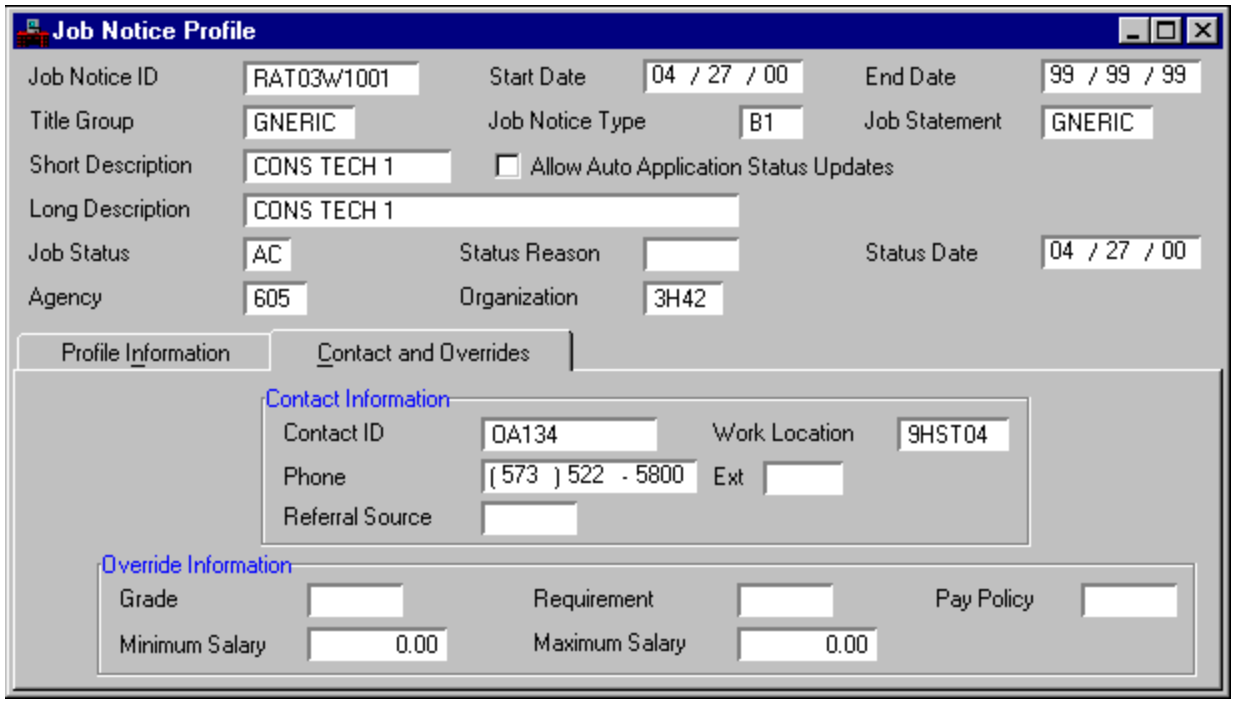
		defined on the Applicant Tracking Title Group (ATTG) window. Valid values are located on the Special Requirements (SPRQ) window.
Target Step	5	**Optional.** Leave blank, or enter the code to indicate the step in which an applicant would be appointed. Valid values are located on the Step (STEP) window.
Target Hire Date	6	**Optional.** Leave blank, or enter the date (*mm/dd/yy*) on which the successful applicant for this job is expected to begin work.
Position Number	7	**Optional.** Leave blank, or enter the position number of the position being filled by the job notice. This position must be valid within the Position Control Subsystem. Access the Position Status Maintenance (PSMT) window to establish a new position. Valid values for existing positions are located on the Position Status Inquiry (QPST) window. **Note:** This field may be left blank if the job notice will not be used to hire for a specific position (e.g., generic applicant pool).
Date of Origin	6	**Optional.** Leave blank, or enter the date (*mm/dd/yy*) the job notice was created.

Job Notice Profile (JNOT)/Contact and Overrides

Purpose

The Job Notice Profile (JNOT) window is completed by the agency responsible for processing and/or posting notices.

JNOT Coding Instructions



Field Name	Length	Definition
Details		
Contact ID	10	**Optional.** Leave blank, or enter the employee identification number of the contact person. **Note:** This may be an alpha or numeric entry.
Work Location	6	**Optional.** Leave blank, or enter the code for the contact person's work location. Valid values are located on the Location (LOC) window.
Phone	10	**Optional.** Leave blank, or enter the telephone number (area code and number) for the contact person.
Extension	4	**Optional.** Leave blank, or enter the extension of the telephone number for the contact person.
Referral Source	5	**Optional.** Leave blank, or enter the code for the requesting agency, organization or individual. Valid values are located on the Referral Source (REFR) window.

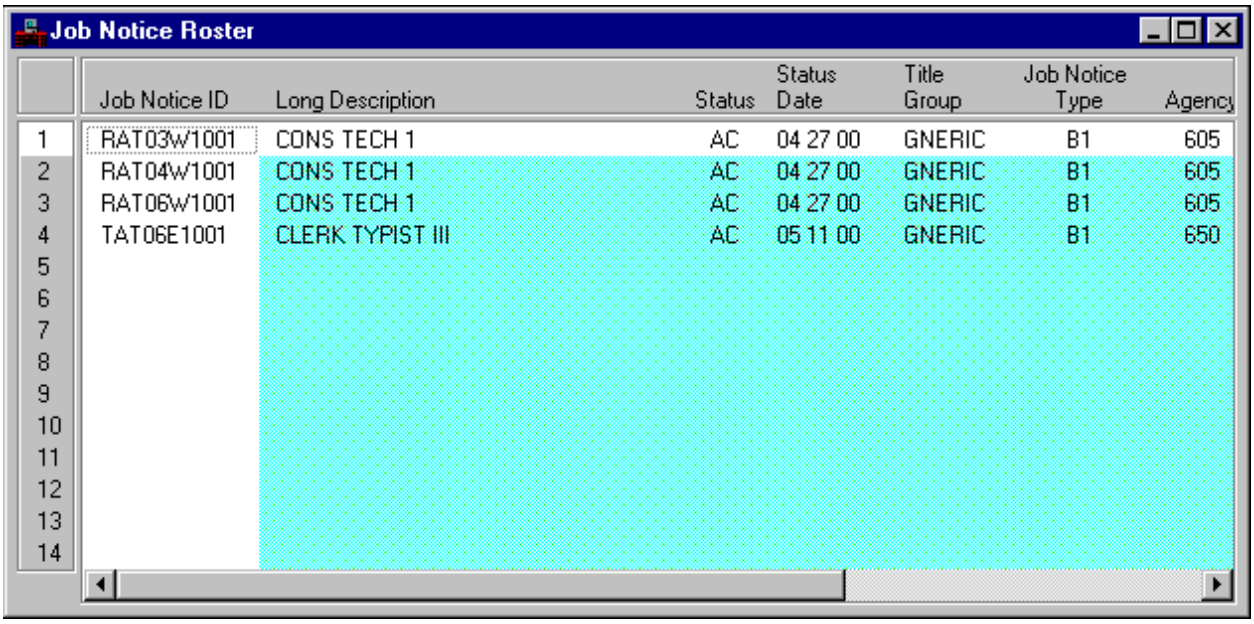
Grade	5	**Optional.** Leave blank, or enter an override grade code if the grade on the Applicant Tracking Title Group (ATTG) window is not applicable. Valid values are located on the Grade (GRDE) window.
Requirement	5	**Optional.** Leave blank, or enter override requirement code if the requirement codes in the Applicant Tracking Title Group (ATTG) window are not applicable. Valid values are located on the Job Requirement (JBRQ) window.
Pay Policy	5	**Optional.** Leave blank, or enter the override pay policy code if the pay policy on the Applicant Tracking Title Group (ATTG) window is not applicable. Valid values are located on the Pay Policy (PPOL) window.
Minimum Salary	10	**Optional.** Leave blank, or enter the override minimum salary if the minimum salary on the Applicant Tracking Title Group (ATTG) window is not applicable.
Maximum Salary	10	**Optional.** Leave blank, or enter the override maximum salary if the maximum salary on the Applicant Tracking Title Group (ATTG) window is not applicable.

Job Notice Roster (QJNT)

Purpose

The Job Notice Roster (QJNT) window is used to display job notices by identification number. Information includes the description of the job, the status, title group, agency, organization, and position ID. Selection Criteria: Job Notice ID.

QJNT Coding Instructions



Field Name	Length	Definition
Job Notice ID	10	**Optional.** You can enter a partial or full job notice ID to access a specific job notice's information. The number assigned to identify the job notice is displayed.
Long Description	Display Only	The long description of the job notice is displayed.
Status	Display Only	The status of the job notice is displayed.
Status Date	Display Only	The date the status became effective is displayed.
Title Group	Display Only	The title group to which the job notice belongs is displayed.
Job Notice Type	Display Only	The code indicating the job notice type is displayed.
Agency	Display Only	The agency (i.e., operating entity) for which the job notice is posted is displayed.
Organization	Display Only	The organization for which the job notice is posted is displayed.

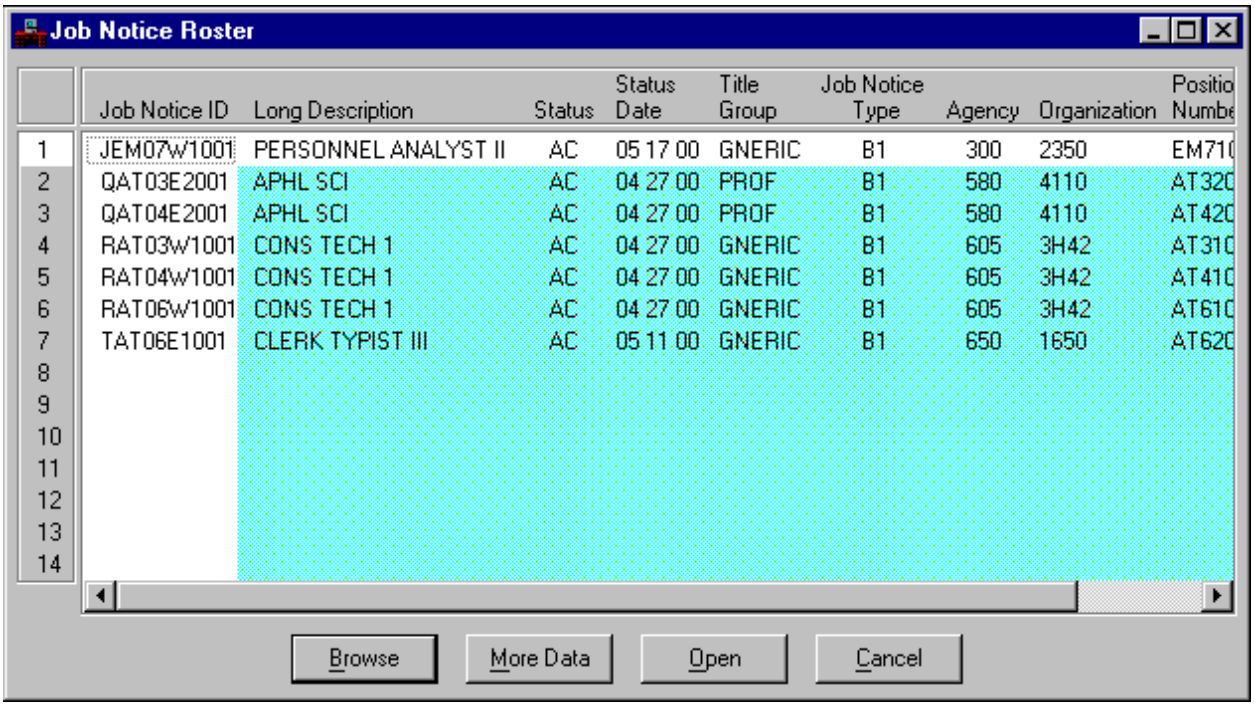
Position Number	Display Only	The position identification number associated with the job notice is displayed.

Job Notice Roster (QJNTF)

Purpose

The Job Notice Roster (QJNTF) window is used to display job notices by identification number. Information includes the description of the job, the status, title group, agency, organization, and position ID. Selection Criteria: Job Notice ID.

QJNTF Coding Instructions



Field Name	Length	Definition
Job Notice ID	10	**Optional.** You can enter a partial or full job notice ID to access a specific job notice's information. The number assigned to identify the job notice is displayed.
Long Description	Display Only	The long description of the job notice is displayed.

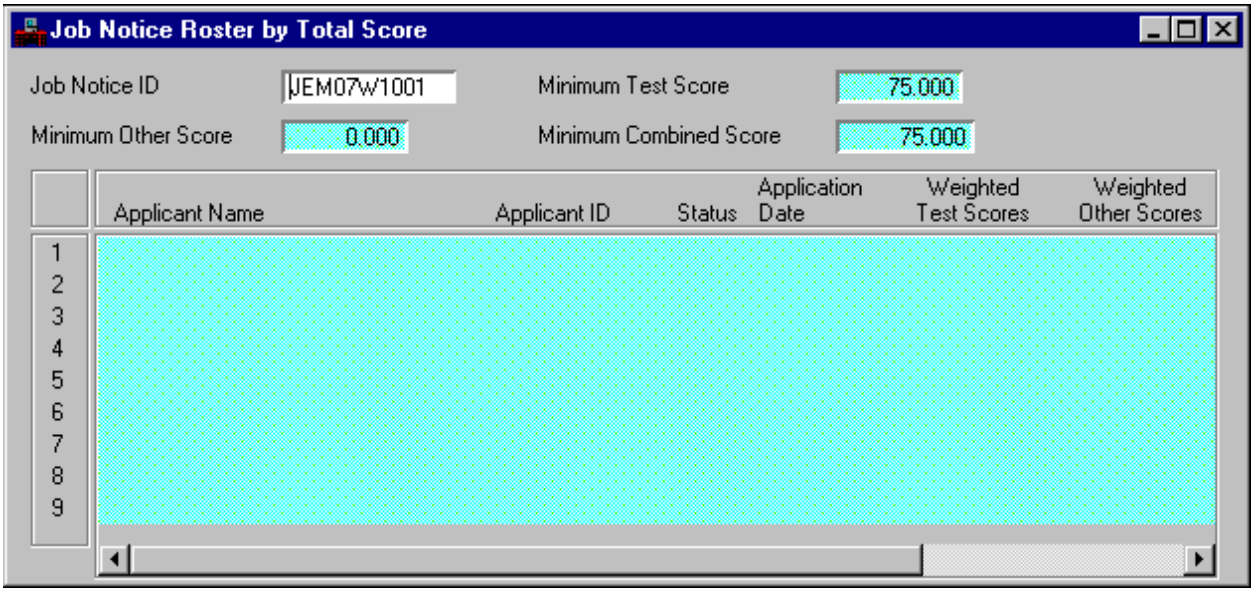
Status	Display Only	The status of the job notice is displayed.
Status Date	Display Only	The date the status became effective is displayed.
Title Group	Display Only	The title group to which the job notice belongs is displayed.
Job Notice Type	Display Only	The code indicating the job notice type is displayed.
Agency	Display Only	The agency (i.e., operating entity) for which the job notice is posted is displayed.
Organization	Display Only	The organization for which the job notice is posted is displayed.
Position Number	Display Only	The position identification number associated with the job notice is displayed.

Job Notice Roster By Total Score (QJTS)

Purpose

The Job Notice Roster by Total Score (QJTS) window provides the user with a list of applicants ranked by their weighted scores as of the date of the inquiry. When the job notice ID is entered, the window displays all of the individuals applying for the position. By using this window, a user can see the minimum scores required for the job and how each applicant has scored. Selection Criteria: Job Notice ID.

QJTS Coding Instructions



Field Name	Length	Definition
Job Notice ID	10	**Required.** Enter the number assigned to identify the job notice.
Minimum Test Score	Display Only	The minimum test score that an applicant must receive to qualify for the job is displayed.
Minimum Other Score	Display Only	The minimum other factors score is the score assigned to skills that are scored, but not tested. For example, an applicant's experience can be assigned a score value. The minimum other score the applicant must receive to qualify for the job is displayed.
Minimum Combined Score	Display Only	The minimum combined score is the combination of the minimum test and minimum other factors scores. The minimum combined score the applicant must receive to qualify for the job is displayed.
Applicant Name	Display Only	The applicant's full name (last name, first name, and middle initial) is displayed.
Applicant ID	Display Only	The number assigned to identify the applicant is displayed.
Status	Display Only	The applicant's application status is displayed.
Application Date	Display Only	The date the applicant applied for the job is displayed.

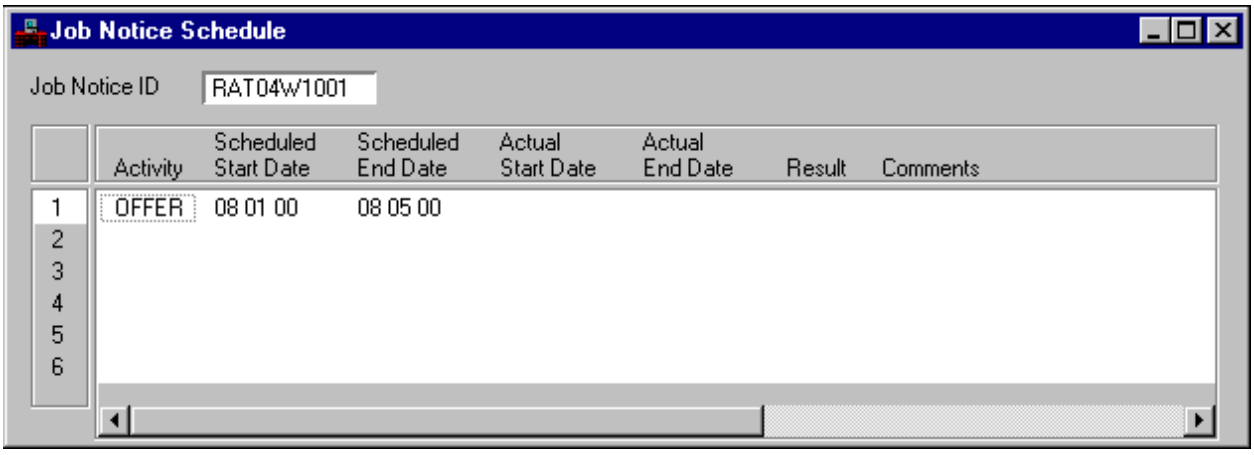
Weighted Test Scores	Display Only	The weighted total of test scores that are calculated by the system is displayed.
Weighted Other Scores	Display Only	The weighted total of other factor scores that are calculated by the system is displayed.
Weighted Combined Scores	Display Only	The weighted total of the test scores and other factors scores that are calculated by the system is displayed.

Job Notice Schedule (JNSA)

Purpose

The Job Notice Schedule (JNSA) window maintains a schedule of events which need to be tracked and completed during the life of the job posting (e.g., put ad in local newspaper, post opening internally, select applicants for interview).

JNSA Coding Instructions



Field Name	Length	Definition
Job Notice ID	10	**Required.** Enter the job notice identification number. Valid values are located on the Job Notice Roster (QJNT) window.
Activity	5	**Required.** Enter the code of the scheduled job notice activity. Activity codes are sorted alphabetically. Examples are ***Post Notice, Conduct Physicals, Interviews,*** etc. Activity codes can not

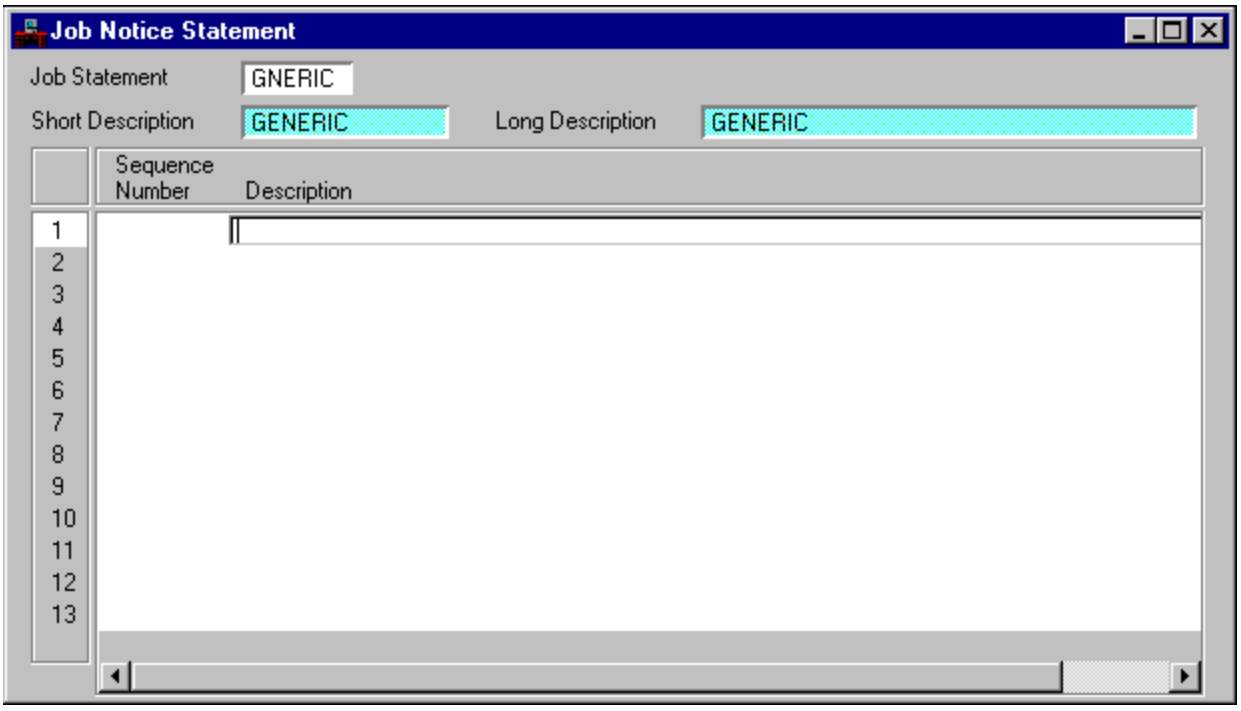
		be repeated. Valid values are located on the Applicant Tracking Activity (ATVY) window.
Scheduled Start Date	6	**Required.** Enter the scheduled start date (*mm/dd/yy*) of the activity.
Scheduled End Date	6	**Optional.** Leave blank, or enter the scheduled end date (*mm/dd/yy*) of the activity.
Actual Start Date	6	**Optional.** Leave blank, or enter the actual start date (*mm/dd/yy*) of the activity.
Actual End Date	6	**Optional.** Leave blank, or enter the actual end date (*mm/dd/yy*) of the activity.
Result	5	**Optional.** Leave blank, or enter the result code for the activity. Examples may be ***Completed Task, Awaiting Approval,*** etc. Valid values are located on the Activity Result (RSLT) window.
Comments	70	**Optional.** Leave blank, or enter any additional comments.

Job Notice Statement (JBST)

Purpose

The Job Notice Statement (JBST) window is used to record and view a job description in textual form. The text can provide a full job definition including tasks to be performed and day-to-day responsibilities. When job notice profiles have common requirements, they can share the same job statement.

JBST Coding Instructions



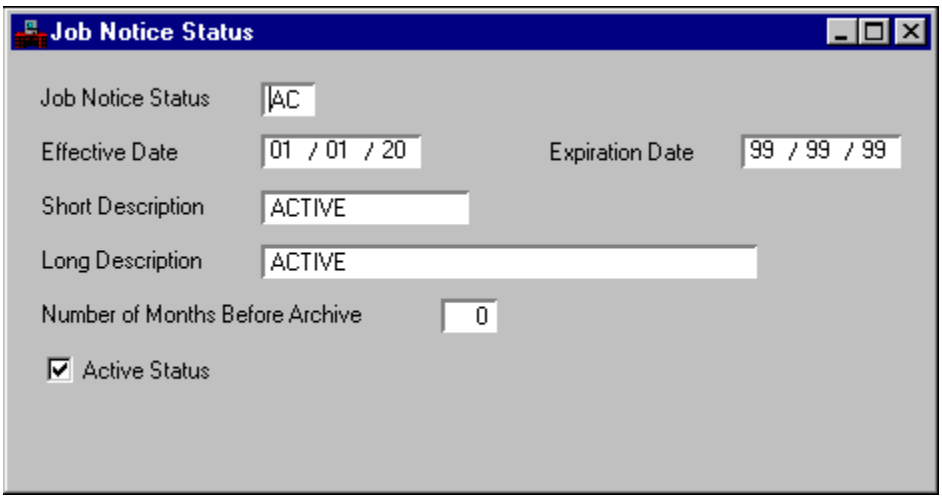
Field Name	Length	Definition
Job Statement	6	**Required.** Enter the valid job statement code whose descriptions you are adding, changing, or deleting. Valid values are located on the Job Statement (JSTA) window.
Short Description	Display Only	The short description of the job statement is displayed.
Long Description	Display Only	The long description of the job statement is displayed.
Sequence Number	6	**Required.** Enter a sequence number for each description line. Choose sequence numbers that allow for easy insertion and deletion of lines. For example, if sequence numbers are 10 and 20, you can later insert 11, 12 and 13. The sequence number is required if there is text entered on the line.
Description	60	**Optional.** Enter the job description.

Job Notice Status (JNST)

Purpose

The Job Notice Status (JNST) window is used to define the codes which identify the possible statuses a job notice might have. For example, a job notice may have an open status, whereby the general public can apply for the job, or an internal status, whereby only internal employees are eligible to apply.

JNST Coding Instructions



Field Name	Length	Definition
Job Notice Status	2	**Required.** Enter the job notice status code being added, changed or expired.
Effective Date	6	**Required.** Enter the date (*mm/dd/yy*) the entry becomes effective.
Expiration Date	6	**Conditional.** Default is 99/99/99. Enter the last date the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the job notice status code.
Long Description	30	Default is Short Description entry. Enter the new or changed long description of the job notice status code.
Number of Months Before Archive	2	**Optional.** Default is zero. Indicate the number of months from the run date a job notice with this status may be archived. The value entered must be a positive, whole number. A value of zero

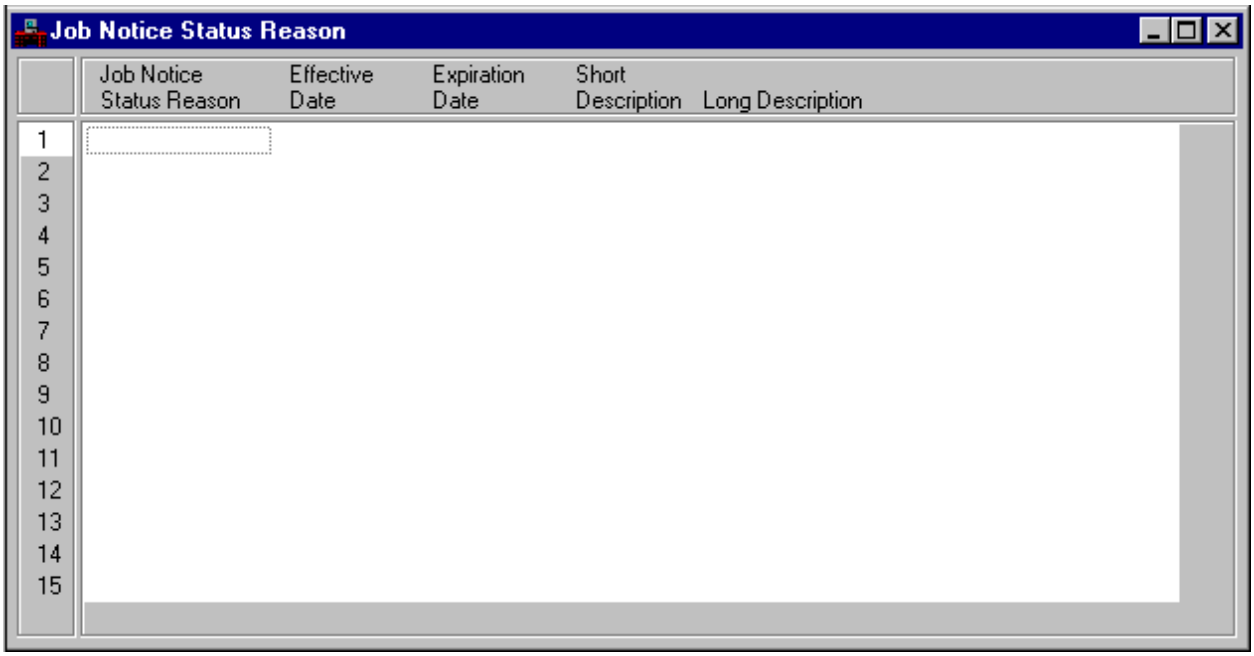
		indicates that this status does not allow archiving. This field must be zero if the **Active Status** field is set to ***Y***.
Active Status	Checkbox	**Required.** Check this box if the job notice status is active; otherwise clear.

Job Notice Status Reason (JNSR)

Purpose

The Job Notice Status Reason (JNSR) window defines the codes which describe the basis for assigning a job notice a particular status. For example, a job notice might be assigned an internal status because this job notice is only open to existing employees for promotion opportunities.

JNSR Coding Instructions



Field Name	Length	Definition
Job Notice Status Reason	5	**Required.** Enter the job notice status reason code you are adding, changing, or expiring.

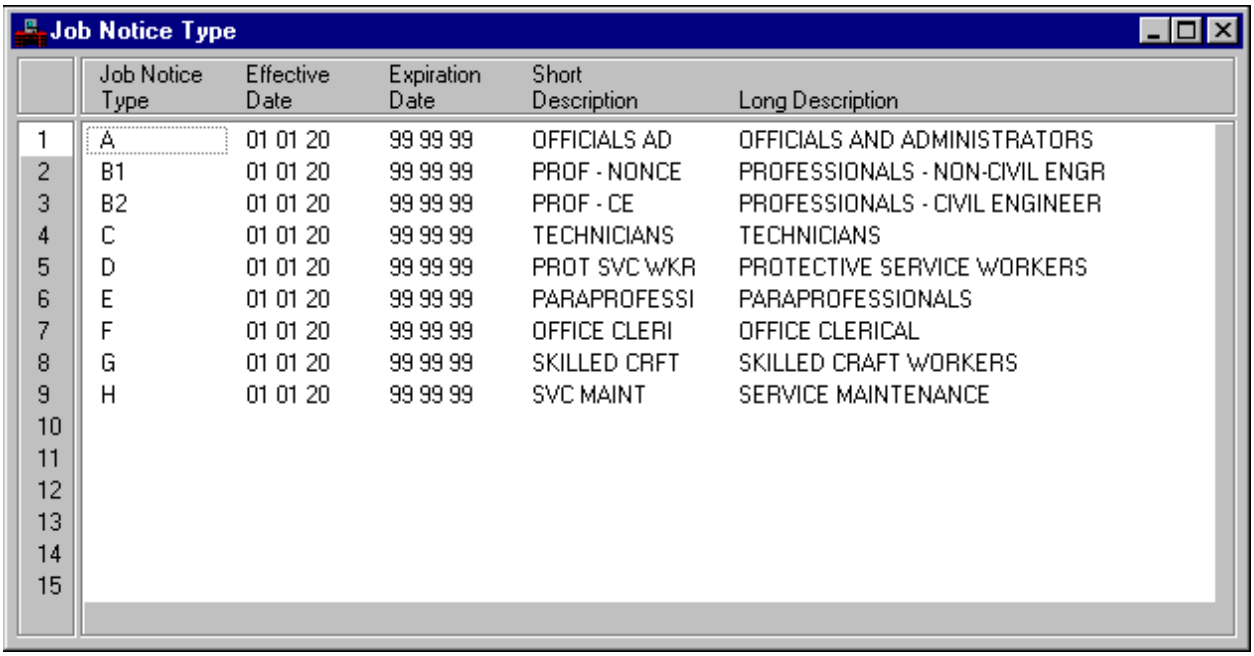
Effective Date	6	**Required.** Enter the date (*mm dd yy*) the entry becomes effective.
Expiration Date	6	**Conditional.** Default is 99/99/99. Enter the last date the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the job notice status reason code.
Long Description	30	Default is Short Description entry. Enter the new or changed long description of the job notice status reason code.

Job Notice Type (JNTP)

Purpose

The Job Notice Type (JNTP) window defines the codes which group job notices into categories. These categories, or types, of job notices give a general description of the types of duties the employee performs. For example, all managerial jobs can be grouped under one job notice type, while all secretarial jobs can be grouped under another job notice category.

JNTP Coding Instructions



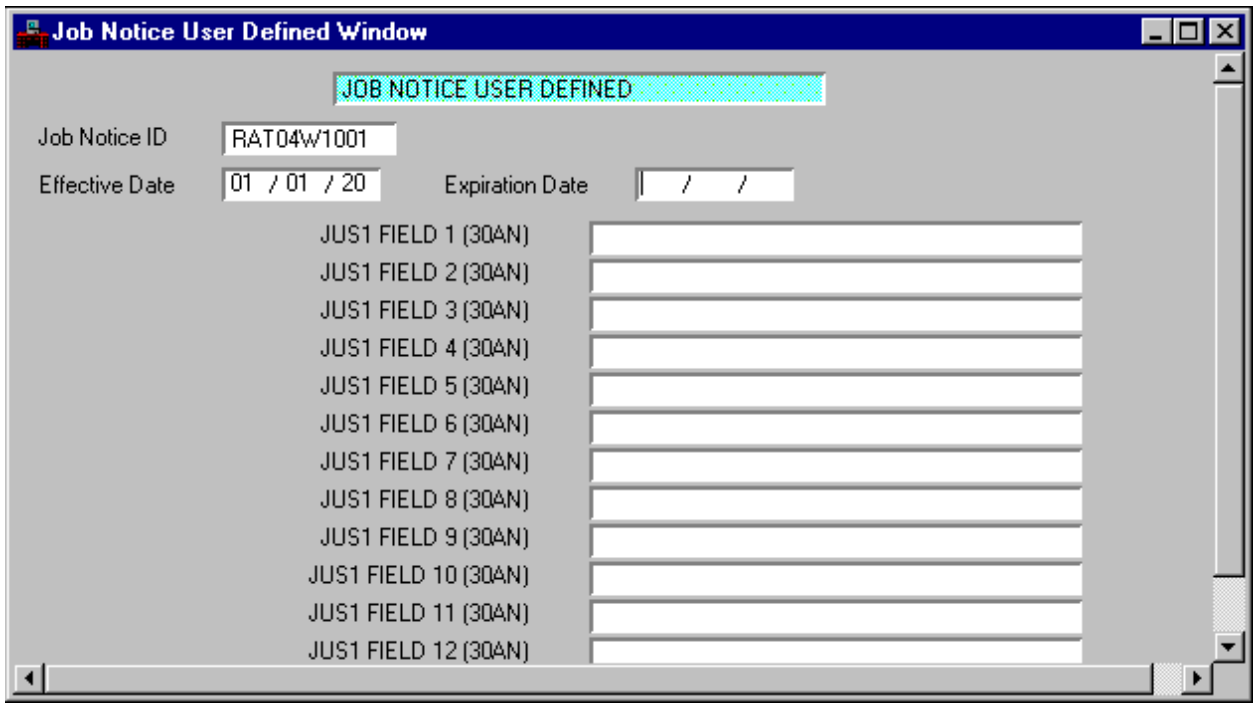
Field Name	Length	Definition
Job Notice Type	3	**Required.** Enter the job notice type code you are adding, changing, or expiring.
Effective Date	6	**Required.** Enter the date (*mm dd yy*) the entry becomes effective.
Expiration Date	6	**Conditional.** Default is 99/99/99. Enter the last date the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the job notice type code.
Long Description	30	Default is Short Description entry. Enter the new or changed long description of the job notice type code.

Job Notice User Defined Screen (JUS1)

Purpose

The Job Notice User Defined Screen (JUS1) is a user-defined window used to enter data relating to job notices. This window can be used for data entry if Applicant/Job Notice ID on Applicant User Defined Fields (AUDF) is set to Job Notice.

JUS1 Coding Instructions



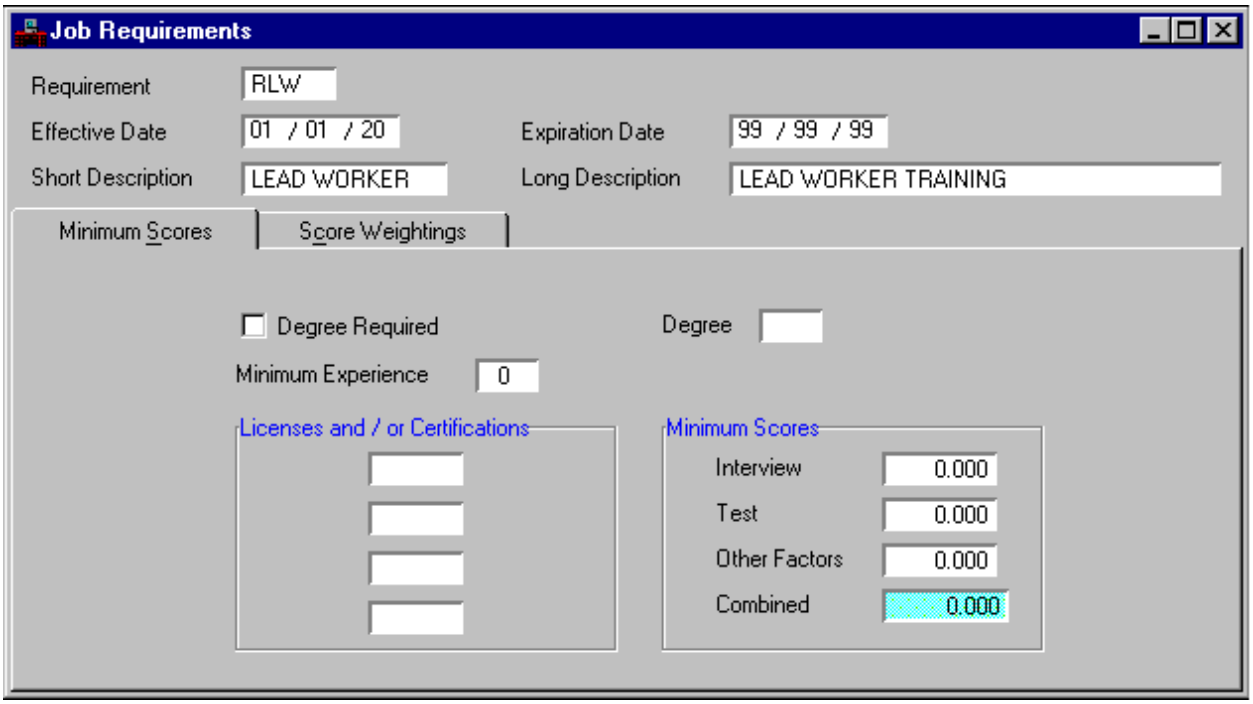
Field Name	Length	Definition
(Window Name)	Display Only	Displays the window name.
Job Notice ID	10	**Required.** Enter the job notice identification number. Valid values are located on the Job Notice Roster (QJNT) window.
Effective Date	6	**Required.** Enter the date the information becomes effective.
Expiration Date	6	Default is 99/99/99. Enter the last date the information is in effect.
Fields yet to be defined??? (1-12)	12 x 30	Fields yet to be defined???

Job Requirements (JBRQ)/Minimum Scores

Purpose

The Job Requirements (JBRQ) window defines any requirements of a specified job notice.

JBRQ Coding Instructions



Field Name	Length	Definition
Header		
Requirement	5	**Required.** Enter the requirement code to identify the requirement to be added, changed, or expired.
Effective Date	6	**Required.** Enter the date (*mm/dd/yy*) the entry is effective.
Expiration Date	6	**Conditional.** Default is 99/99/99 . Enter the last date the entry is in effect.
Short Description	12	**Required.** Enter a short description of the requirement code.
Long Description	30	Default is Short Description entry. Enter a long description of the requirement code.
Details		
Degree Required	Checkbox	**Required.** Check this box if a degree is required for the job. Clear if a degree is not required.

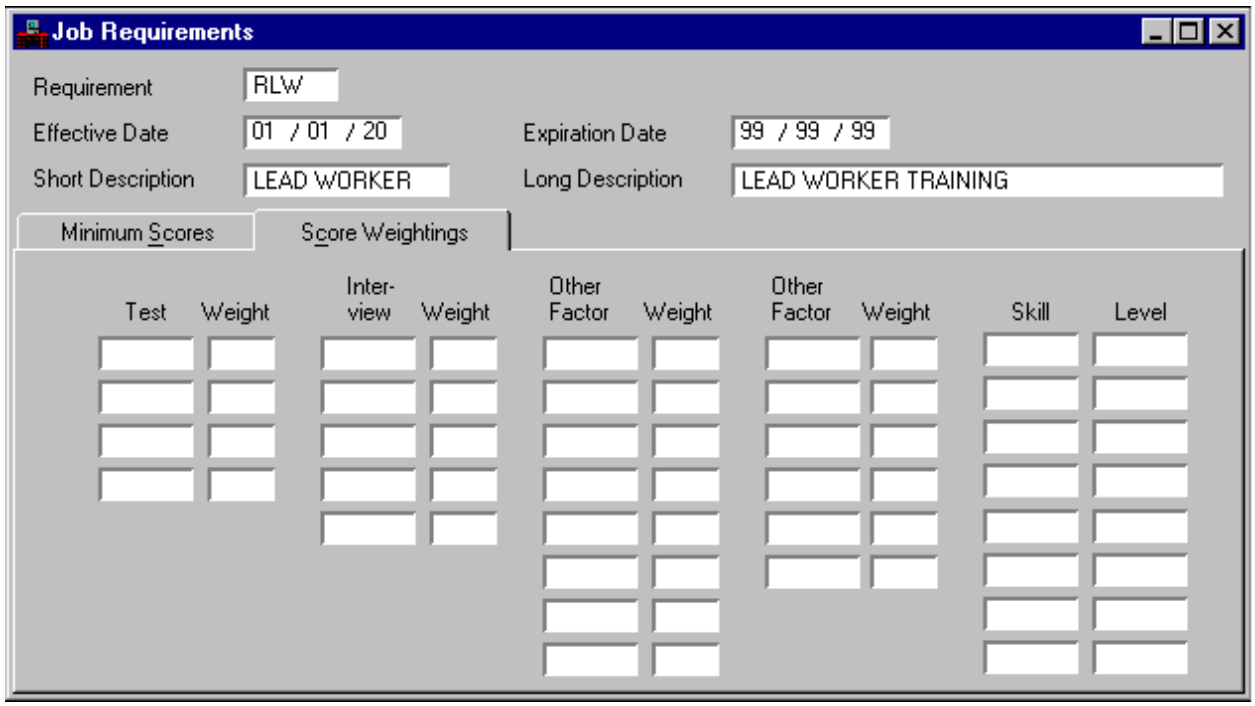
Degree	3	**Conditional.** Required if **Degree Required** is selected. Enter the degree required for the job. Valid values are located on the Degree (DEGR) window.
Minimum Experience	3	Default is 0. Enter the minimum number of months of experience needed for the job. Enter 0 if no prior experience is required.
Licenses and/or Certifications	5 x 4	**Optional.** Enter the special license(s) or certificate(s) needed for the job. Valid values are located on the License Type (LTYP) window.
Interview	8	**Optional.** Enter the minimum interview score needed for the job.
Test	8	**Optional.** Enter the minimum weighted test score needed for the job.
Other Factors	8	**Optional.** Enter the minimum weighted other factors score needed for the job.
Combined	Display Only	The system adds Minimum Test Score and the Minimum Other Factors Score and displays the resulting Minimum Combined Score.

Job Requirements (JBRQ)/Score Weightings

Purpose

The Job Requirements (JBRQ) window defines any requirements of a specified job notice.

JBRQ Coding Instructions



Field Name	Length	Definition
Header		
Requirement	5	**Required.** Enter the requirement code to identify the requirement to be added, changed, or expired.
Effective Date	6	**Required.** Enter the date (*mm/dd/yy*) the entry is effective.
Expiration Date	6	**Conditional.** Default is 99/99/99 . Enter the last date the entry is in effect.
Short Description	12	**Required.** Enter a short description of the requirement code.
Long Description	30	Default is Short Description entry. Enter a long description of the requirement code.
Details		
Test	5 x 4	**Conditional.** Required if **Minimum Test Score** has a value other than 0; otherwise optional. Enter the test type code for the test(s) required for the job. Valid values are located on the Test Type (TETP) window.

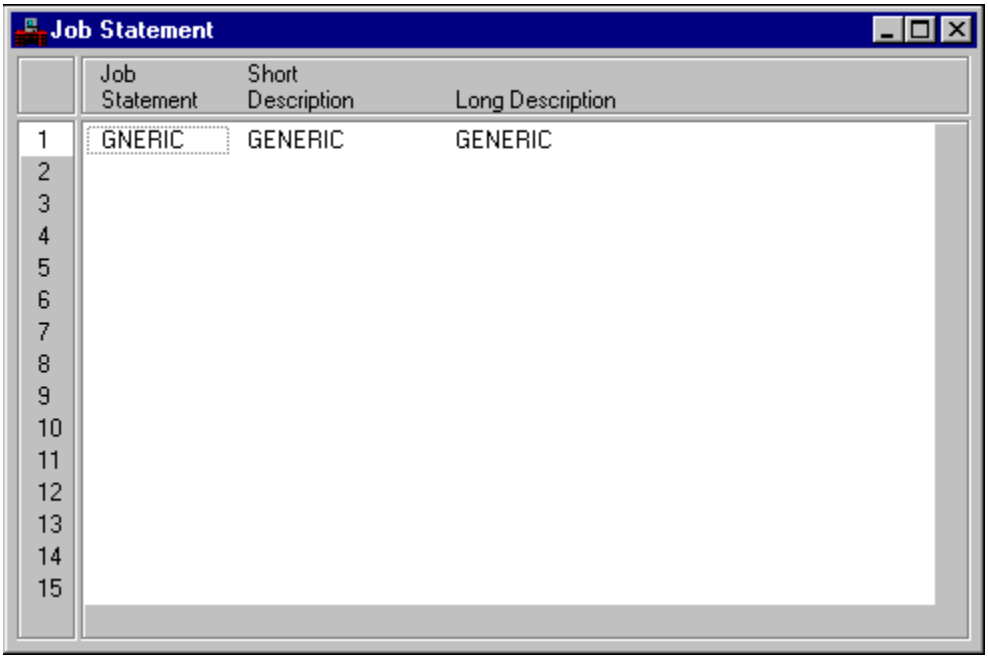
Weight	4 x 4	**Optional.** Enter the weight assigned to each test. Enter the weight as a decimal. For example, enter 100% as ***1.00*** and 50% as ***0.50***. A weight must be entered for each test.
Interview	5 x 5	**Conditional.** Required if ***Minimum Interview Score*** has a value other than ***0***; otherwise optional. Enter the code for the type of interview rating required for the job. Valid values are located on the Interview Rating (IRTG) window.
Weight	4 x 5	**Optional.** Enter the weight assigned to each interview rating type. Enter the weight as a decimal. For example, enter 100% as ***1.00*** and 50% as ***0.50***. A weight must be entered for each interview.
Other Factor	5 x 8	**Conditional.** Required if **Minimum Other Factor Score** has a value other than 0; otherwise optional. Enter the codes for the other factors required for the job. Valid values are located on the Other Factors (FACT) window.
Weight	4 x 8	**Optional.** Enter the weight assigned to each other factor. Enter the weight as decimal. For example, enter 100% as ***1.00*** and 50% as ***0.50***. A weight must be entered for each other factor.
Other Factor	5 x 6	**Conditional.** Required if **Minimum Other Factor Score** has a value other than 0; otherwise optional. Enter the codes for the other factors required for the job. Valid values are located on the Other Factors (FACT) window.
Weight	4 x 6	**Optional.** Enter the weight assigned to each other factor. Enter the weight as decimal. For example, enter 100% as ***1.00*** and 50% as ***0.50***. A weight must be entered for each other factor.
Skill	5 x 8	**Optional.** Enter the type of skill required for the job. Eight skills may be entered. Valid values are located on the Skill Type (SKLS) window.
Level	5 x 8	**Optional.** Enter the proficiency or skill level required for each type of skill required for the job. Valid values for skill level are based on the type of skill. Valid values are located on the Skill Level (SKLL) window.

Job Statement (JSTA)

Purpose

The Job Statement (JSTA) window defines the codes which identify statements found on a Job Notice Statement (JBST) window. The Job Statement window only defines valid job statement codes; it does not define the job description.

JSTA Coding Instructions



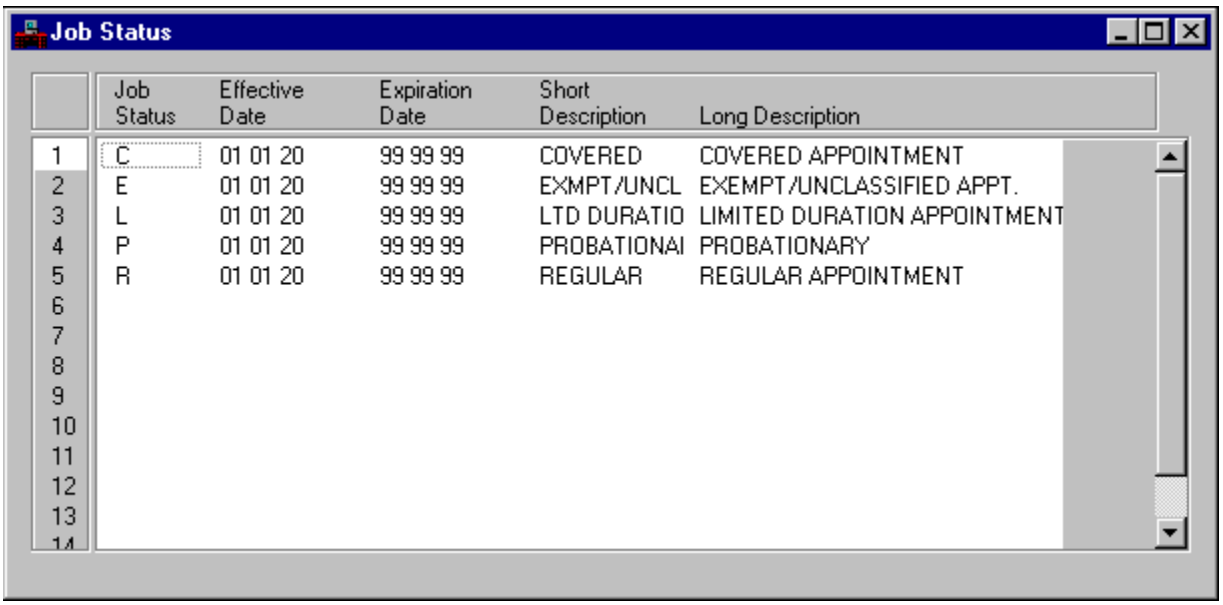
Field Name	Length	Definition
Job Statement	6	**Required.** Enter the job statement code being changed, added or expired.
Short Description	12	**Required.** Enter the new or changed short description of the job statement code.
Long Description	30	Default is Short Description entry. Enter the new or changed new description of the job statement code.

Job Status (JOBS)

Purpose

The Job Status (JOBS) window defines the job status of employees (temporary, regular, probationary, etc.) on the Employment Status Maintenance window.

JOBS Coding Instructions



Field Name	Length	Definition
Job Status	1	**Required.** Enter the job status code that reflects the status of the employee.
Effective Date	8	**Required.** Enter the date the Job Status code becomes effective.
Expiration Date	8	Defaults to 99/99/99. Enter the date the Job Status code expires.
Short Description	12	**Required.** Enter the new or changed short description of the Job Status code.
Long Description	30	Default is **Short Description** entry. Enter the new or changed long description of the Job Status code.

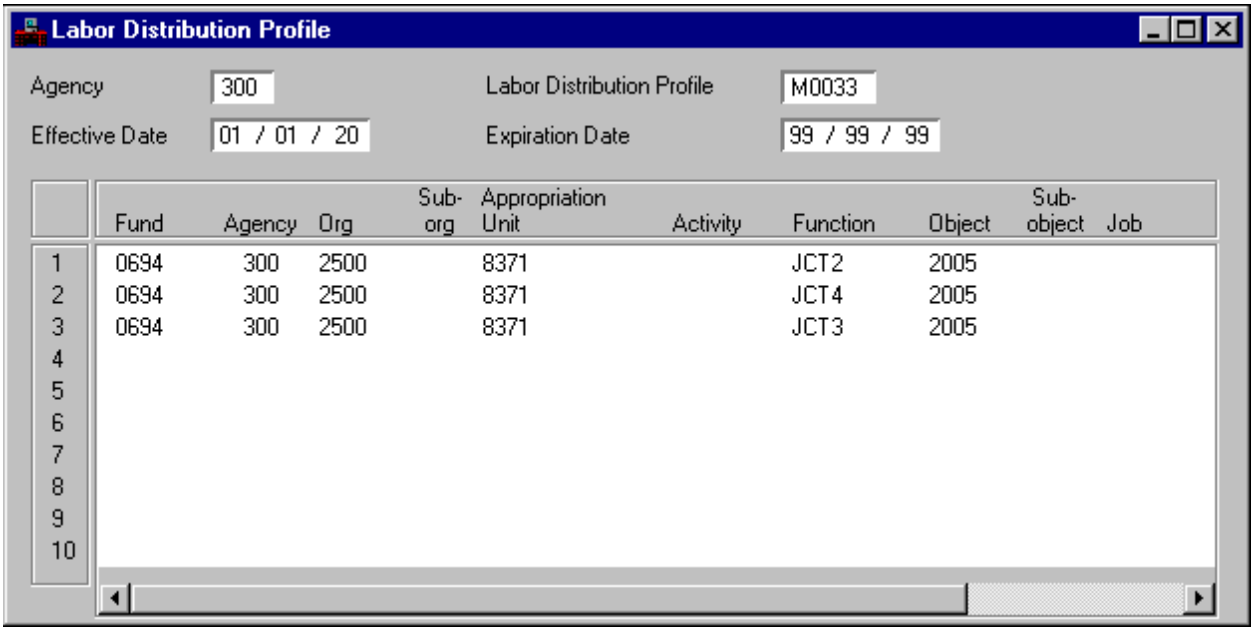
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Labor Distribution Profile (LDPR)

Purpose

The Labor Distribution Profile (LDPR) window sets up accounting distributions to which pay resulting from leave events can be charged. The labor distribution profile code can reduce data entry since a single code can be used in place of entering the full accounting distribution, and it also allows you to distribute an expense between up to ten different accounting lines.

LDPR Coding Instructions



Field Name	Length	Definition
Agency	3	**Required.** Enter the agency code for which the labor distribution profile is being created.
Labor Distribution Profile	5	**Optional.** Enter the labor distribution profile code you are adding, changing, or deleting.
Effective Date	6	**Required.** Enter the date you wish the entry to become effective.

Expiration Date	6	Default is 99/99/99. Enter the last date the information is in effect.
Fund	4	**Required.** Enter the fund to which the specified percentage is to be charged. Valid values are located on the Fund (FUND) window. If Fund is required, but left blank and Agency and Organization are filled in, then Fund defaults to the value specified in the **Fund** field on Organization (ORG2). **Note:** If the Fund you choose has an **Expense Budget Control Option** value of ***N*** (none), no expense budget entry is required on Expense Budget Inquiry (EXP2) for the accounting attributes that follow. If it is set to ***P*** (Presence) or ***C*** (full), an Expense Budget entry must exist for the accounting distribution that is entered.
Agency	3	**Required.** Enter the agency to which the specified percentage is to be charged. Agency must be valid with the entered fund. See Fund Agency Index (FAGY) for valid fund and agency combinations.
Organization	4	**Conditional.** The settings displayed on Fund Agency (FAGY) indicate whether organization is required or optional. The organization option for **Exp Budget** on Fund Agency Index (FAGY) indicates if Organization is required (value of ***Y*** or ***A***) or optional (value of ***N***). Enter the organization to which the specified percentage is to be charged. Valid values are located on the Organization Index (ORGN) window.
Sub-Org	2	**Conditional.** Optional if Organization is entered. Enter a sub-organization. Valid values are located on the Sub-Organization (SORG) window.
Appropriation Unit	9	**Conditional.** Optional for standard budgeting sites. Required for extended budgeting sites. Enter the appropriation unit code representing the dollar amount designated, by law, for a specific purpose. Valid values are located on the Appropriation Index (APPR) window.
Activity	4	**Conditional.** Required if the **Activity Options Rev Budget** field on the Fund Agency (FGY2) window is set to ***Required on Budget and Accounting [Y]*** or ***Required on Accounting [A]***. Enter the activity to which the specified percentage is to be charged. Valid values are located on the Activity Index (ACTV) window.

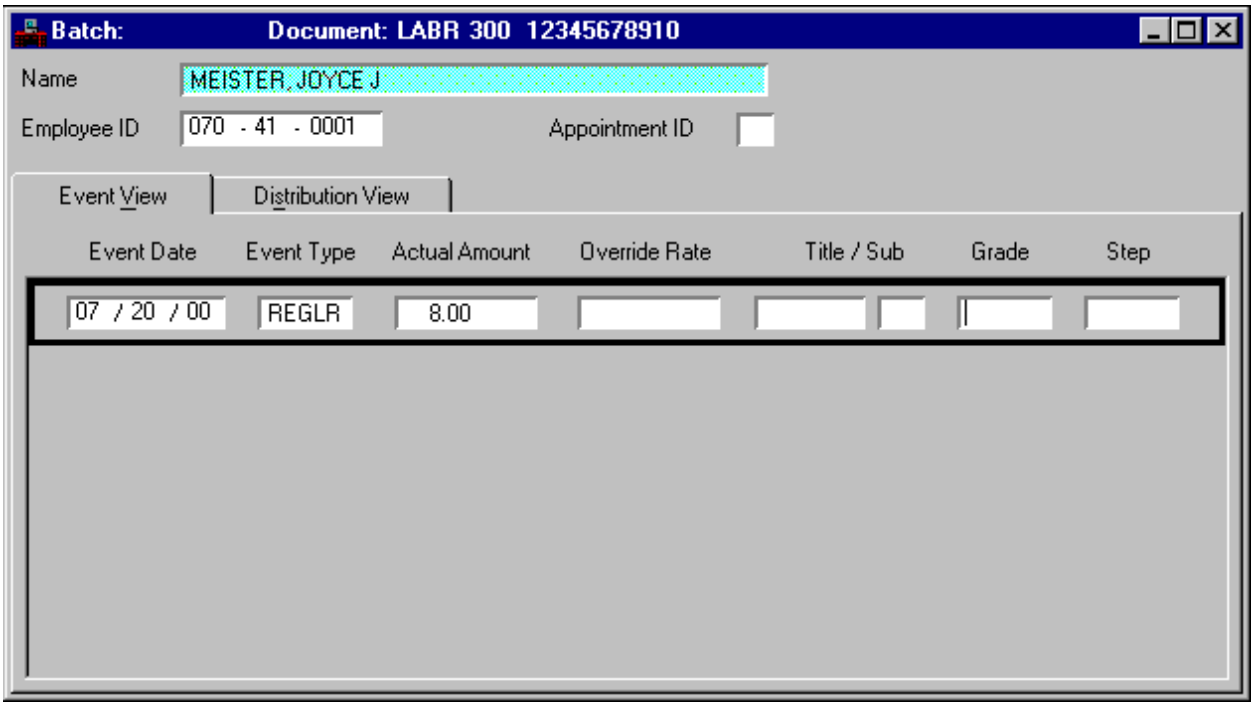
Function	4	**Conditional.** The function option for **Exp Budget** on Fund Agency Index (FAGY) indicates if function is required (value of ***Y*** or ***A***) or optional (value of ***N***). Enter the function code representing the budget for a group-related activity that is aimed at accomplishing a major service or regulatory responsibility. Valid values are located on the Function (FUNC) window.
Object	4	**Conditional.** The function option for **Exp Budget** on Fund Agency Index (FAGY) indicates if function is required (value of ***Y*** or ***A***) or optional (value of ***N***). Enter the function code representing the budget for a group-related activity that is aimed at accomplishing a major service or regulatory responsibility. Valid values are located on the Function (FUNC) window.
Sub/Object	2	**Optional.** Enter the sub-object to which the specified percentage is to be charged. Valid values are located on the Sub-Object (SOBJ) window.
Job	8	**Optional.** Enter the job category to which the specified percentage is to be charged. Valid values are located on the Job Index (JOBT) window.
Reporting Category	4	**Optional.** Enter the report category which the specified percentage is to be charged. Valid values are located on the Reporting Category (RPTG) window.
Distribution Percent	7	**Required.** Enter the percentage of the payroll expense to be allocated to the specific labor distribution accounting attributes on this line (for example, 100%, 20%). The total for all lines must equal 100%.

Labor Redistribution (LABR)

Purpose

The Labor Redistribution (LABR) document window is used to change the accounting information of payments that have already been posted. A labor redistribution never affects the employee's pay.

LABR Coding Instructions



Field Name	Length	Definition
View by	Radio Button	Select whether the options shown in the Document Type menu will be listed by Window Name or Window Code.
Document Type	Dropdown Menu	Select the type of document to work on.
Batch ID	…	Not applicable. Missouri will not be processing these documents by batch.
Organization	4	**Required.** Enter the organization code appropriate to the employee(s) you will be entering timesheets for. Valid values are found on the Organization (ORGN) window.
Agency	3	**Required.** Enter the agency code appropriate to the employee(s) you will be entering timesheets for. Valid values are found on the Agency Index (AGCY) window.
Document ID	…	Not Applicable. Automatic Document Numbering

Automatic Document Numbering	Checkbox	The 'Automatic Document Numbering' feature of the Batch/Document Entry window has been enabled statewide. Therefore, the system will automatically assign numbers to new documents as they are created.
New/Open/Scan	Radio Button	Select the action you wish to take.
OK	Button	Select if you wish to proceed with this action.
Cancel	Button	Select if you wish to cancel this action. The window will close and you will need to access the window again to proceed with another action.
Name	Display Only	The employee's full name (last name, first name, and middle initial) is displayed.
Employee ID	10	**Required.** Enter the employee's social security number.
Appointment ID	1	**Optional.** If an employee holds more than one appointment, enter the appropriate appointment identification number to indicate which appointment is affected. Leave blank to indicate the employee's primary appointment. An asterisk (*) indicates all appointment identification numbers.
Event Date	6	**Required.** Enter the date on which the pay event occurred.
Event Type	5	**Required.** Enter the pay event value that is overriding the accounting information. Refer to the Event Type (EVNT) window for valid values.
Actual Amount	8	**Required.** Enter the actual amount in time, units, or dollars. Pay Input Definition on the Event Type (EVNT) window defines how amounts are measured for each event value. If an amount is negative, enter a minus (-) sign in the first character of the field.
Override Rate	8	**Optional.** Enter the override rate for the event. If default rate is used, leave this blank.

Title	6	**Optional.** Enter the override title in this field. Leave blank to use the employee's title. Refer to the Title (TITL) window for valid values.
Sub-Title	2	**Optional.** Enter the override sub-title in this field. Leave blank to use the employee's sub-title. Refer to the Sub-Title (STTL) window for valid values.
Grade	5	**Optional.** Enter the override grade in this field. Leave blank to use the employee's grade. Refer to the Grade (GRDE) window for valid values.
Step	5	**Optional.** Enter the override step in this field. Leave blank to use the employee's step. Refer to the Step (STEP window for valid values.

Original

Field Name	Length	Definition

Distribution Option	1	**Optional.** Select a value to indicate the labor distribution profile option. Valid values are:
		• ***None [blank]***
		  ○ Do not override the default labor distribution profile.
		• ***Entered Acctg Values [A]***
		  ○ Use the following override accounting attributes.
		• ***Entered Profile [P]***
		  ○ Use an override labor distribution profile.
		• ***Position Assignment [C]***
		  ○ Use the accounting attributes assigned to the employee's position.

Labor Dist Profile	5	**Conditional.** Required if **Distribution Option** is ***Profile [P]***; otherwise, leave blank. Enter the labor distribution profile value. Refer to the Labor Distribution Profile (LDPR) window for valid values.

Fund	4	**Conditional.** Required if **Distribution Option** is ***Acctg Attributes [A]***; otherwise, leave blank. Enter the appropriate fund value. Refer to the Fund Index (FUND) window for valid values. If Fund is required, but left blank and agency and organization are filled in, then Fund defaults to the value specified in the **Fund** field on Organization (ORG2). **Note:** If the Fund chosen has an **Expense Budget Control Option** value of ***N*** (none), no expense budget entry is required on Expense Budget Inquiry (EXP2) for the accounting attributes that follow. If it is set to ***P*** (Presence) or ***C*** (full) an Expense Budget entry must exist for the accounting distribution that is entered.
Agency	3	**Conditional.** Required if **Distribution Option** is ***Acctg Attributes [A]***; otherwise, leave blank. Enter the override agency value. Agency must be valid with the entered fund. Refer to the Fund Agency Index (FAGY) window for valid fund and agency combinations.
Organization	4	**Conditional.** Leave blank if **Distribution Option** is any value other than ***Acctg Attributes [A]***. If distribution is ***Acctg Attributes [A]*** the settings displayed on Fund Agency Index (FAGY) indicate whether organization if required or optional. The organization option for **Exp Budget** on Fund Agency Index (FAGY) indicates if organization is required (value of ***Y*** or ***A***) or optional (value of ***N***). Enter the override organization values. Refer to the Organization Index (ORGN) window for valid values.
Sub-Organization	2	**Conditional.** Optional if organization is entered. Enter a sub-organization. Refer to the on the Sub-Organization (SORG) window for valid values.
Appr Unit	4	**Conditional.** Required when **Labor Distribution Override Option** is ***Use Entered Accounting Values [A]***; otherwise, leave blank. Enter the appropriation unit code representing the dollar amount designated, by law, for a specific purpose. Refer to the Appropriation Index (APPR) window for valid values.
Activity	4	**Conditional.** Leave blank if **Distribution Option** is any value other than ***Acctg Attributes [A]***. If distribution is ***Acctg Attributes [A]*** the

		settings displayed on Fund Agency Index (FAGY) indicate whether activity is required or optional. The activity option for **Exp Budget** on Fund Agency Index (FAGY) indicates if activity is required (value of ***Y*** or ***A***) or optional (value of ***N***).
Function	4	Enter the activity code used for a further breakdown of financial activity. Refer to the Activity Index (ACTV) window for valid values. **Conditional.** Leave blank if **Distribution Option** is any value other than ***Acctg Attributes [A]***. If distribution is ***Acctg Attributes [A]*** the settings displayed on Fund Agency Index (FAGY) indicate whether organization is required or optional. The function option for **Exp Budget** on Fund Agency Index (FAGY) indicates if function is required (value of ***Y*** or ***A***) or optional (value of ***N***). Enter the function code representing the budget for a group-related activity that is aimed at accomplishing a major service or regulatory responsibility. Refer to the Function (FUNC) window for valid values.
Object	4	**Conditional.** Optional if **Labor Distribution Override Option** is ***Use Entered Accounting Values [A]***; otherwise, leave blank. Enter the object code corresponding to the object of expense provided by the position. Refer to the Object Index (OBJT) window for valid values.
Sub-Object	2	**Conditional.** Optional if **Labor Distribution Override Option** is ***Use Entered Accounting Values [A]*** and an object code is entered; otherwise, leave blank. Enter the sub-object if a further breakdown of object is employed. Refer to the Sub-Object (SOBJ) window for valid values.
Job Number	8	**Conditional.** Optional if **Labor Distribution Override Option** is ***Use Entered Accounting Values [A]***; otherwise, leave blank. Enter job code used to track specific costs associated with particular projects or jobs. Refer to the Job Index (JOBT) window for valid values.
Rept Category	4	**Conditional.** Optional if **Labor Distribution Override Option** is ***Use Entered Accounting Values [A]***; otherwise, leave blank. Enter the reporting category into which the position falls. Refer to the Reporting Category (RPTG) window for valid values.

Revised

Field Name	Length	Definition

Distribution Option	1	**Optional. Select a value to indicate the labor distribution profile option. Valid values are:**
		• ***None [blank]***
		  ○ **Do not override the default labor distribution profile.**
		• ***Entered Acctg Values [A]***
		  ○ **Use the following override accounting attributes.**
		• ***Entered Profile [P]***
		  ○ **Use an override labor distribution profile.**
		• ***Position Assignment [C]***
		  ○ **Use the accounting attributes assigned to the employee's position.**

Labor Dist Profile	5	**Conditional.** Required if **Distribution Option** is ***Profile [P]***; otherwise, leave blank. Enter the labor distribution profile value. Refer to the Labor Distribution Profile (LDPR) window for valid values.
Fund	4	**Conditional.** Optional if **Distribution Option** is ***Acctg Attributes [A]***; otherwise leave blank. Enter the appropriate fund value. Refer to the Fund Index (FUND) window for valid values. If Fund is required, but left blank and agency and organization are filled in, then Fund defaults to the value specified in the **Fund** field on Organization (ORG2). **Note:** If the Fund chosen has an **Expense Budget Control Option** value of ***N*** (none), no expense budget entry is required on Expense Budget Inquiry (EXP2) for the accounting attributes that follow. If it is set to ***P*** (Presence) or ***C*** (full) an Expense Budget entry must exist for the accounting distribution that is entered.
Agency	3	**Conditional.** Optional if **Distribution Option** is ***Acctg Attributes [A]***; otherwise, leave blank. Enter the override agency value. Agency

		must be valid with the entered fund. Refer to the Fund Agency Index (FAGY) window for valid fund and agency combinations.
Organization	4	**Conditional.** Leave blank if **Distribution Option** is any value other than ***Acctg Attributes [A]***. If distribution is ***Acctg Attributes [A]*** the settings displayed on Fund Agency Index (FAGY) indicate whether organization if required or optional. The organization option for Exp Budget on Fund Agency Index (FAGY) indicates if organization is required (value of ***Y*** or ***A***) or optional (value of ***N***). Enter the override organization values. Refer to the Organization Index (ORGN) window for valid values.
Sub-Organization	2	**Conditional.** Optional if organization is entered. Enter a sub-organization. Refer to the Sub-Organization (SORG) window for valid values.
Appr Unit	4	**Conditional.** Required when **Labor Distribution Override Option** is ***Use Entered Accounting Values [A]***; otherwise, leave blank. Enter the appropriation unit code representing the dollar amount designated, by law, for a specific purpose. Refer to the Appropriation Index (APPR) window for valid values.
Activity	4	**Conditional.** Leave blank if **Distribution Option** is any value other than ***Acctg Attributes [A]***. If distribution is ***Acctg Attributes [A]*** the settings displayed on Fund Agency Index (FAGY) indicate whether activity is required or optional. The activity option for **Exp Budget** on Fund Agency Index (FAGY) indicates if activity is required (value of ***Y*** or ***A***) or optional (value of ***N***). Enter the activity code used for a further breakdown of financial activity. Refer to the Activity Index (ACTV) window for valid values.
Function	4	**Conditional.** Leave blank if **Distribution Option** is any value other than ***Acctg Attributes [A]***. If distribution is ***Acctg Attributes [A]*** the settings displayed on Fund Agency Index (FAGY) indicate whether organization is required or optional. The function option for Exp Budget on Fund Agency Index (FAGY) indicates if function is required (value of ***Y*** or ***A***) or optional (value of ***N***).

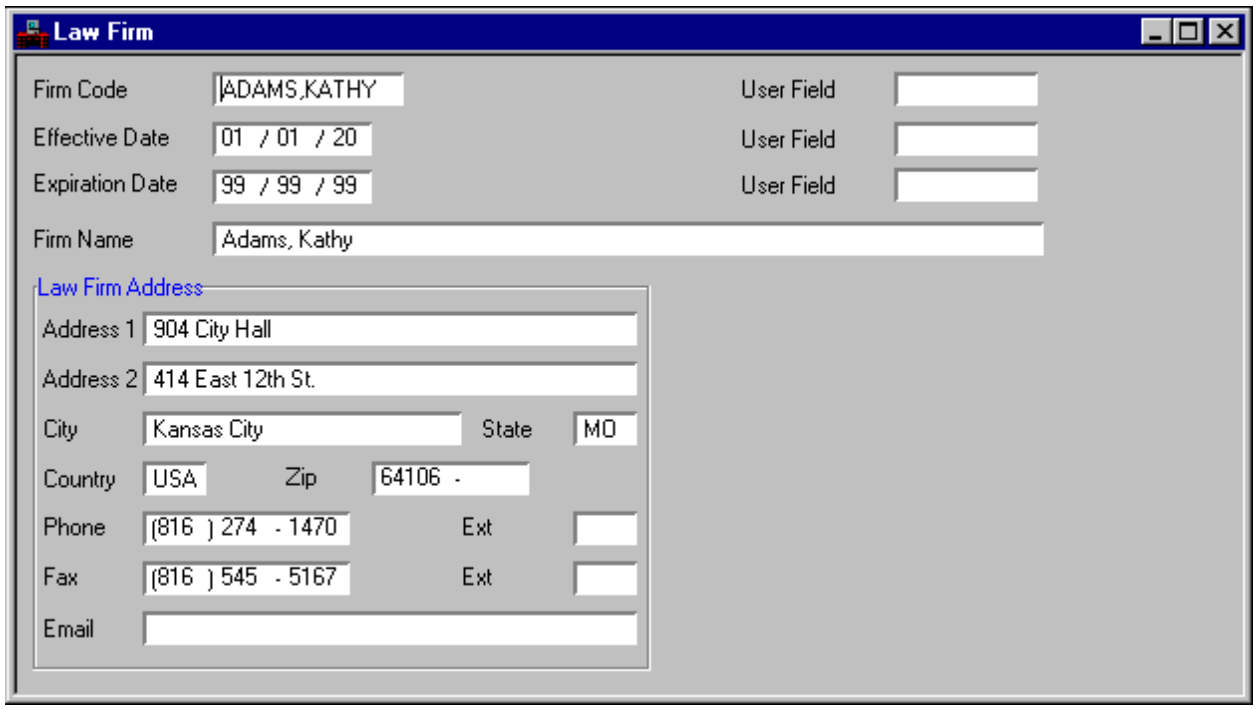
		Enter the function code representing the budget for a group-related activity that is aimed at accomplishing a major service or regulatory responsibility. Refer to the Function (FUNC) window for valid values.
Object	4	**Conditional.** Optional if **Labor Distribution Override Option** is ***Use Entered Accounting Values [A]***; otherwise, leave blank. Enter the object code corresponding to the object of expense provided by the position. Refer to the Object Index (OBJT) window for valid values.
Sub-Object	2	**Conditional.** Optional if **Labor Distribution Override Option** is ***Use Entered Accounting Values [A]*** and an object code is entered; otherwise, leave blank. Enter the sub-object if a further breakdown of object is employed. Refer to the Sub-Object (SOBJ) window for valid values.
Job Number	8	**Conditional.** Optional if **Labor Distribution Override Option** is ***Use Entered Accounting Values [A]***; otherwise, leave blank. Enter job code used to track specific costs associated with particular projects or jobs. Refer to the Job Index (JOBT) window for valid values.
Rept Category	4	**Conditional.** Optional if **Labor Distribution Override Option** is ***Use Entered Accounting Values [A]***; otherwise, leave blank. Enter the reporting category into which the position falls. Refer to the Reporting Category (RPTG) window for valid values.

Law Firm Information (LAWF)

Purpose

The Law Firm Information (LAWF) window is used to record and view information relating to the law firms associated with the wage attachment process.

LAWF Coding Instructions



Field Name	Length	Definition
Firm Code	11	**Required.** Enter the code of the law firm that is being added, changed, or expired.
Effective Date	8	**Required.** Enter the date the information becomes effective.
Expiration Date	8	**Required.** Enter the last date the information is in effect. This will default to *99/99/99*.
Firm Name	36	**Required.** Enter the name of the law firm.
User Field	8	**Optional.** Additional field to be used at the discretion of the State of Missouri.
User Field	8	**Optional.** Additional field to be used at the discretion of the State of Missouri.
User Field	8	**Optional.** Additional field to be used at the discretion of the State of Missouri.
Address Line 1	30	**Required.** Enter the address of the law firm.

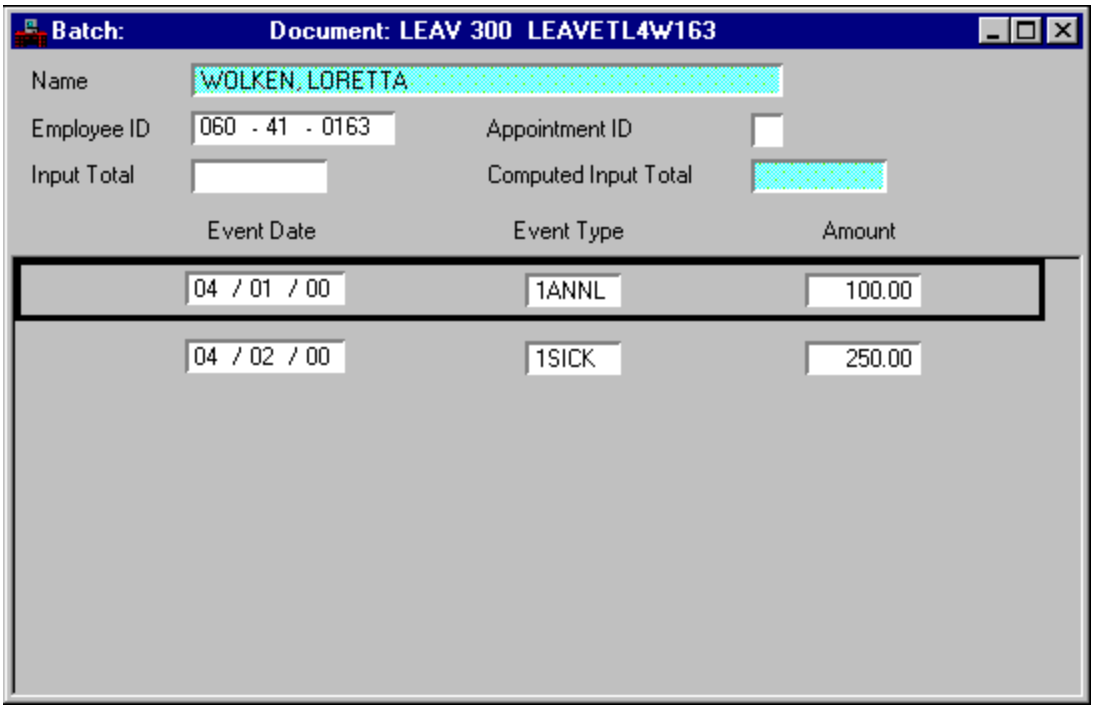
Address Line 2	30	**Optional.** Enter the address of the law firm if another line is needed.
City	19	**Required.** Enter the name of the city.
State	3	**Required.** Enter the appropriate state code. Refer to the State (ST) window for valid values.
Country	3	**Required.** Enter the appropriate country code. Refer to the Country (CTRY) window for valid values.
Zip	9	**Required.** Enter the zip code.
Phone	14	**Optional.** Enter the law firm's phone number and extension, if known.
Fax	14	**Optional.** Enter the law firm's fax number and extension, if known.
E-mail	30	**Optional.** Enter the law firm's e-mail address, if known.

Leave Accrual (LEAV)

Purpose

The Leave Accrual (LEAV) document window is used to manually accrue leave for an employee.

LEAV Coding Instructions



Field Name	Length	Definition
Header		
Name	Display Only	The employee's full name (last name, first name, and middle initial) is displayed.
Employee ID	10	**Required.** Enter the employee's Social Security number.
Appointment ID	1	**Optional.** Indicates the job for which time and/or leave events are being entered. This field will be blank for employees with only one job.
Input Total	10	**Conditional.** Used to record the user's count of the total hours being entered on this LEAV.
Computed Input Total	...	Not applicable.
Details		
Event Date	6	**Required.** The date the employee accrued the leave. If the employee accrued more than one type of leave in the cycle, you must add another line for each date and type. Select **Edit:Insert Line After**, and an additional line appears. Repeat this step for

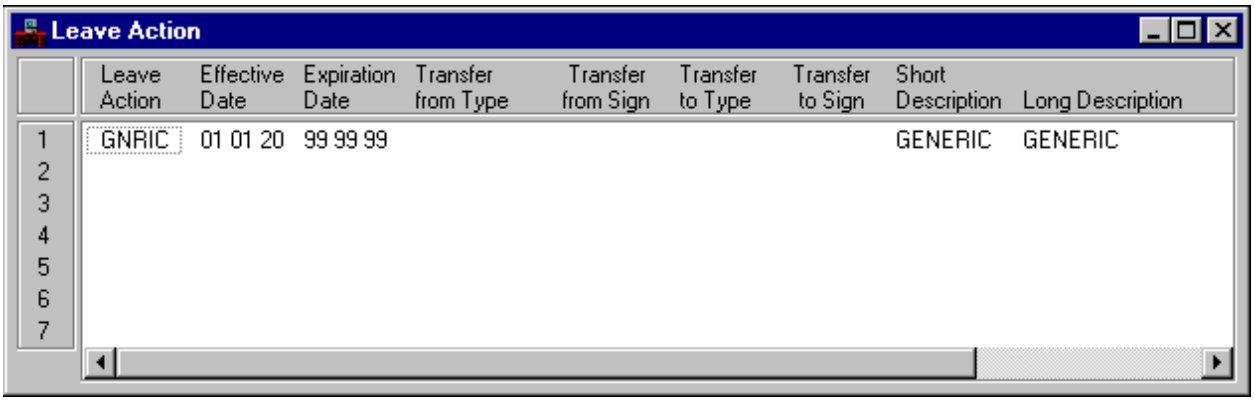
		each leave data and type, and enter all employee leave information in each line.
Event Type	5	**Required.** The code designating the appropriate leave accrual event type. Valid codes are found on the Event Type (EVNT) window.
Amount	8	**Required.** The number of hours and minutes of the time or leave event. This is entered as hours and minutes, for example, 4.25 = 4 hours and 25 minutes, not 4 hours and 15 minutes.

Leave Action (LACT)

Purpose

The Leave Action (LACT) window is used to define the codes which identify the action to take for a particular leave category when performing balance checking. Possible leave actions include drawing down a balance, bringing up a balance, transferring balances, and reporting out of bounds conditions with no balance adjustment. Each leave action entered on the Leave Category (LPCT) window must be defined on this window.

LACT Coding Instructions



Field Name	Length	Definition
Leave Action	5	**Required.** Enter the leave action code (up to five characters) you are changing, adding or expiring. A leave action code defines an action to be taken when a leave balance is out of range during periodic balance condition checking.

Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	Default is 99/99/99. Enter the last date the information is in effect.
Transfer from Type	5	**Conditional.** Required if **Transfer from Type, Transfer to Type Code,** and the **Transfer to Sign** contain a non-blank value; otherwise, leave blank. Enter the leave type code used for indicating the balance from which leave is to be transferred. This code must be valid on the Event Type (EVNT) window. If this field is left blank, the **Transfer from Sign, Transfer to Type Code,** and the **Transfer to Sign** must also be blank. Leaving all these fields blank results in a Leave Action of blank (report only).
Transfer from Sign	1	**Conditional.** Required if **Transfer from Type, Transfer to Type Code,** and the **Transfer to Sign** contain a non-blank value; otherwise, leave blank. The Transfer from Sign is used to indicate whether the Transfer from Balance is to be drawn down or brought up. Valid values are: ***+ (Bring up); - Draw down; [blank] Report only***.
Transfer to Type	5	**Conditional.** Optional if **Transfer from Type** contains a leave type code; otherwise, leave blank. If the intended leave action is for transferring one leave balance to another, enter the leave type code that is associated with the recipient balance. For paying out an overage, a **Pay Event** code could also be entered here. This code must be valid on the Event Type (EVNT) window.
Transfer to Sign	1	**Conditional.** Required if **Transfer to Type** code is specified; otherwise, leave blank. Enter a code to specify whether the balance is to be drawn down or brought up. Valid values are: ***+ Bring up; - Draw down; [blank] Report only***.
Short Description	12	**Required.** Enter the new or changed short description of the leave action code.
Long Description	30	Default is Short Description. Enter the new or changed long description of the leave action code.

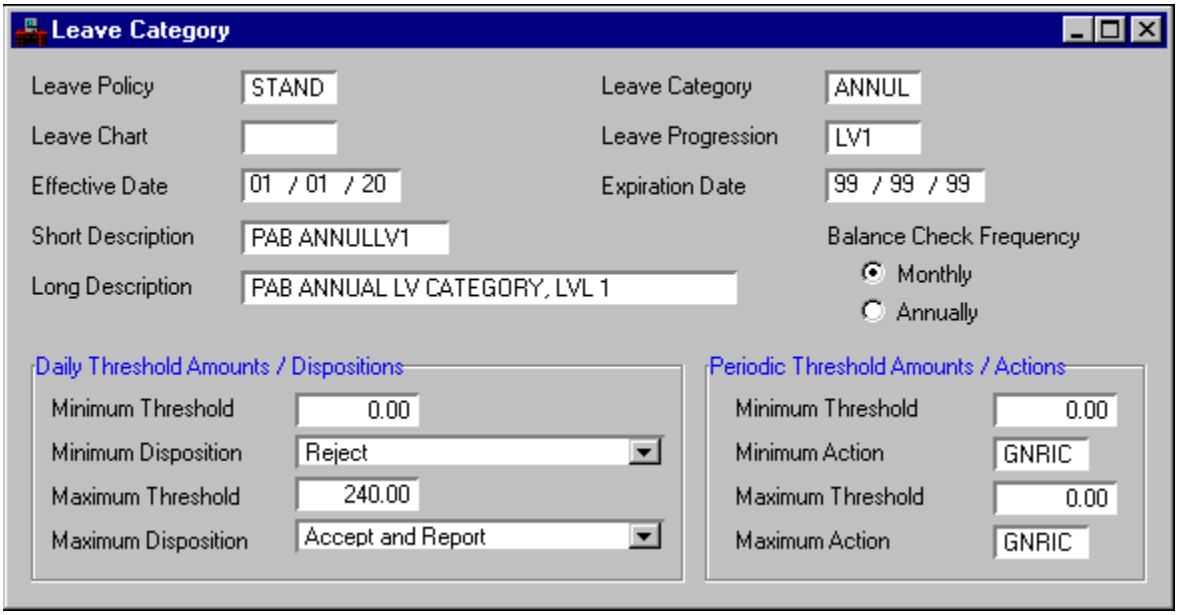
Leave Category (LPCT)

Purpose

The Leave Category (LPCT) window lists all leave categories for a given leave policy. A leave category defines a type of leave balance. For each category in this window, out of bounds thresholds for a leave balance are defined for daily leave processing and an out of bounds action is specified for each out of bounds condition. If your organization has developed periodic leave balance checking program, out of bounds thresholds and actions are also defined. Furthermore, this window indicates the frequency of periodic balance checking for a given category.

Note: If the leave policy, leave category and leave progression combination is not defined on the Leave Progression Rule (LPRL) window, the leave progression must have a leave progression rule defined for a leave category and leave policy of ***** . Valid values are located on the Leave Policy (LPOL), Event Category (CATG), and the Leave Progression Rule (LPRL) windows.

LPCT Coding Instructions



Field Name	Length	Definition
Leave Policy	5	**Required.** Enter the leave policy code you are changing, adding, or expiring. Leave policies define sets of leave processing rules. If **USE PROGRESS ON LEAVE CATEGORY** on the Site

		Specific Parameters (SPAR) window is ***Y***, then the policy and the progression combination entered on this window must have a leave progression rule defined on the Leave Progression Rule (LPRL) window.
Leave Category	5	**Required.** Enter the leave category code you are changing, adding, or expiring. Leave categories define a leave summary type such as sick leave or compensatory time. If **USE PROGRESS ON LEAVE CATEGORY** on the Site Specific Parameters (SPAR) window is ***Y***, then the category and the progression combination entered on this window must have a leave progression rule defined on the Leave Progression Rule (LPRL) window.
Leave Chart	5	**Conditional.** Required if **USE CHART ON LEAVE CATEGORY** on the Site Specific Parameters (SPAR) window is set to ***Y***. Enter the appropriate chart rule code. Valid values are located on the Chart Rule (CHRL) window.
Leave Progression	5	**Conditional.** Required if **USE PROGRESS ON LEAVE CATEGORY** on the Site Specific Parameters (SPAR) window is set to ***Y***; optional otherwise. Enter the appropriate leave progression rule code. Valid values are located on the Leave Progression Rule (LPRL) window.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	Default is 99/99/99. Enter the last date the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the leave policy code.
Long Description	30	Default is Short Description entry. Enter the new or changed long description of the leave policy code.
Balance Check Frequency	Radio Button	**Optional.** Select a code to identify when this leave category is to be checked during leave balance condition checking. Valid values are: ***Monthly [blank] Annually [Y]***.

Minimum Threshold	9	**Required.** Specify a numeric value that represents the minimum amount that is allowed (during daily balance processing) before an under balance action is required. This amount must be entered in the units specified on the Event Category (CATG) window for this leave category (for example, hours, days, or weeks).
Maximum Threshold	9	**Required.** Specify a numeric value that represents the maximum amount that is allowed (during daily balance processing) before an over balance action is required. This amount must be entered in the units specified on the Event Category (CATG) window for this leave category (for example, hours, days, or weeks).
Maximum Disposition	Dropdown Menu	**Required.** Enter the action required if the daily maximum threshold amount has been exceeded. Valid values are: ***Accept and Report [A]; Prorate and Report [P]; Reject [R]; Substitute Related Leave Type [S]***.
Minimum Threshold	9	**Required.** Specify a numeric value that represents the minimum amount that is allowed during periodic balance checking before an under balance action is required. This amount must be entered in the units specified on the Event Category (CATG) window for this leave category (for example, hours, days, or weeks).
Minimum Action	5	**Conditional.** Required if the **Check Leave Balance** on the Event Category (CATG) window is ***Yes [Y]***; otherwise, leave this field blank. Enter the leave action code that defines the under balance action to be taken when the periodic minimum balance has been exceeded during periodic balance condition checking. The leave action must valid on the Leave Action (LACT) window.
Maximum Threshold	9	**Required.** Specify a numeric value that represents the maximum amount that is allowed during periodic balance checking before an over balance action is required. This amount must be entered in the units specified on the Event Category

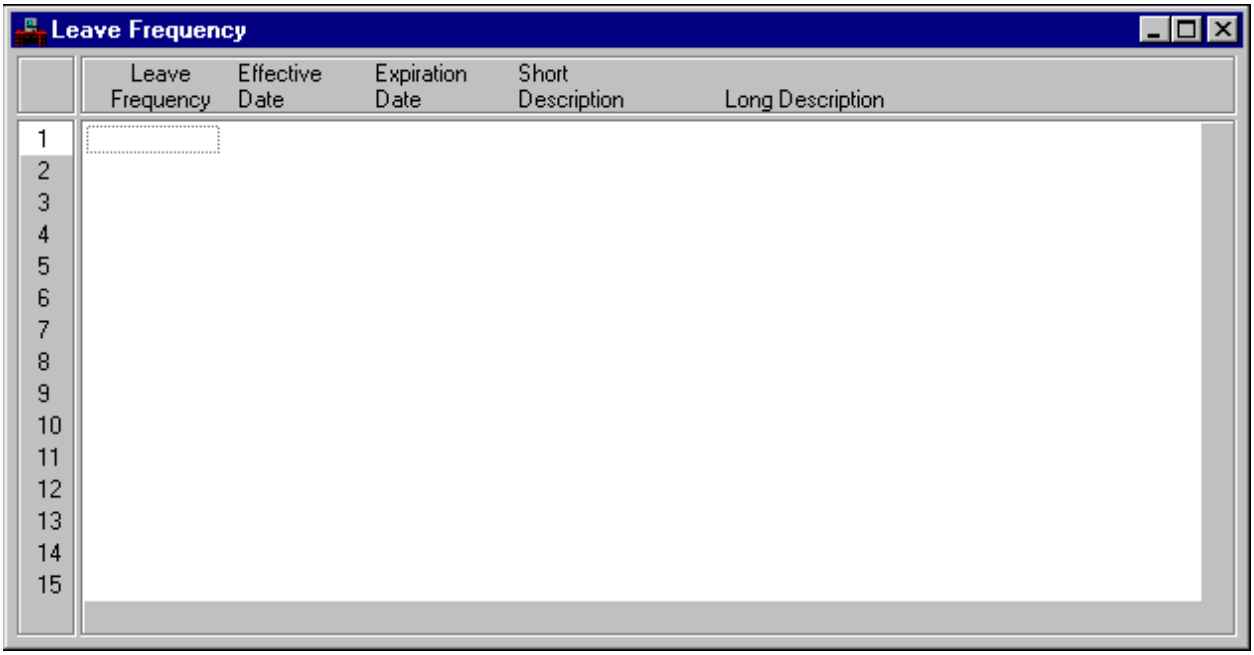
		(CATG) window for this leave category (for example, hours, days, or weeks).
Maximum Action	5	**Conditional.** Required if **Check Leave Balance** on the Event Category (C ATG) window is ***Yes [Y]***; otherwise, leave this field blank. Enter the Leave Action code that defines the over balance action to be taken when the periodic maximum balance has been exceeded during periodic balance condition checking. The leave action must be valid on the Leave Action (LACT) window.

Leave Frequency (LEVF)

Purpose

The Leave Frequency (LEVF) window defines the codes which identify how often leave balances are accrued (i. e. weekly, biweekly, monthly). The Leave are entered on the Leave Policy Type (LPET) and Pay Cycle (CYCL) windows.

LEVF Coding Instructions



Field Name	Length	Definition

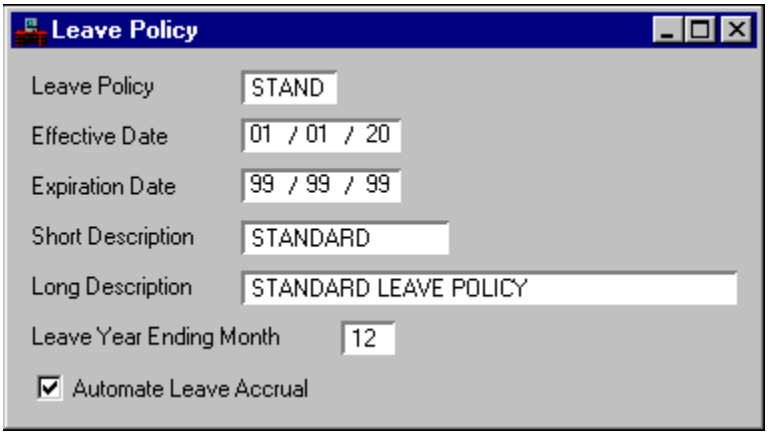
Leave Frequency	2	**Required.** Enter the leave frequency code you are changing, adding, or expiring.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	Default is 99/99/99. Enter the last date the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the leave frequency code.
Long Description	30	Default is Short Description entry. Enter the new or changed long description of the leave frequency code.

Leave Policy (LPOL)

Purpose

The Leave Policy (LPOL) window defines the codes which identify all leave policies used by an organization to govern all employee leave processing. The system refers to these policies when processing employee transactions or documents. The number of policies you set up reflects the amount of control you want over leave processing. For example, you can set up an exception and positive leave policy, or you can set up more specific policies such as exception-administrative, exception-technical, and positive-administrative and positive-technical.

LPOL Coding Instructions



Field Name **Length** **Definition**

Leave Policy	5	**Required.** Enter the leave policy code you are changing, adding, or expiring. Leave policies define sets of leave processing rules.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	Default is 99/99/99. Enter the last date the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the leave policy code.
Long Description	30	Default is Short Description entry. Enter the new or changed long description of the leave policy code.
Leave Year Ending Month	2	**Required.** Specify the month (01 through 12) that defines the year end for this leave policy for all leave year to date balances defined for this leave policy.
Automate Leave Accrual	Checkbox	**Required.** Select this checkbox ***[Y]***, if leave accrual is to be automated. Do not select ***[N]*** if leave accrual should not be automated.

Leave Policy Type (LPET)

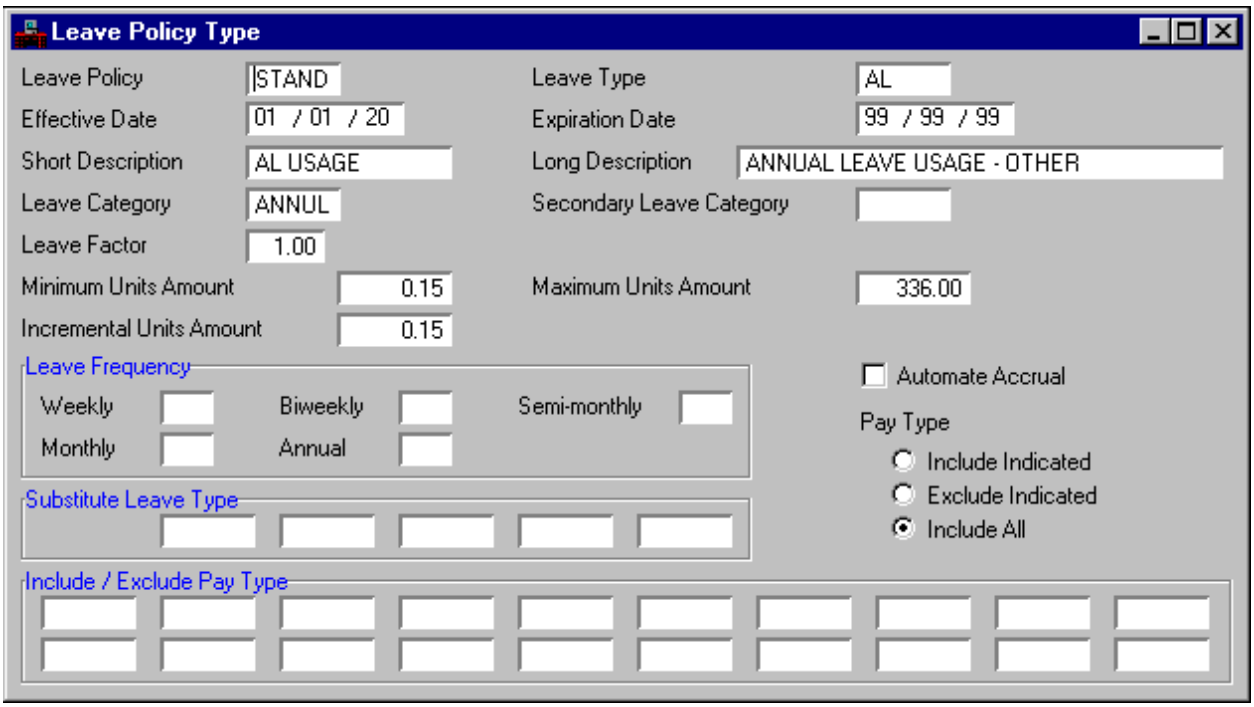
Purpose

The Leave Policy Type (LPET) window defines all valid leave types for a given leave policy. For each leave type entered, leave event parameters such as minimum and maximum amount limits are specified. A user can link leave usage events to a secondary leave category. This is useful in situations where, for example, an employee accrues a leave balance (e.g., sick leave) which can be used as a number of different leave types (e. g., personal business, family illness, etc.) where each leave type has a specified limit regardless of the overall leave balance.

Note: The Weekly, Bi-weekly, Monthly, Semi-monthly, and Annual Fields are all optional. If this leave type should be accrued on a schedule other than every pay period (for example, only in the second pay period in the month), you would enter a leave frequency code for each frequency with which eligible employees can be paid. For example, if your site pays

only on a bi-weekly cycle and this leave type is accrued in the second cycle each month, then there would be an entry only in the Bi-weekly field. The Pay Cycle (CYCL) window provides the pay period in which the leave should be accrued.

LPET Coding Instructions



Field Name	Length	Definition
Leave Policy	5	**Required.** Enter the leave policy code you are changing, adding, or expiring. Leave policies define sets of leave processing rules. Valid values are located on the Leave Policy (LPOL) window.
Leave Type	5	**Required.** Enter the leave type code you are changing, adding, or expiring. A leave event type defines the accrual or usage activity allowed in this leave category. Valid values are located on the Event Type (EVNT) window.
Effective Date	6	**Required.** Enter the date the entry is to become effective.
Expiration Date	6	Default is 99/99/99. Enter the last date the information is in effect.

Short Description	12	**Required.** Enter the new or changed short description of the leave type code.
Long Description	30	Default is the Short Description entry. Enter the new or changed long description of the leave type code.
Leave Category	5	**Required.** Indicate the category to which the leave type being added, changed, or expired belongs. Valid values are located on the Leave Category (LPCT) window.
Secondary Leave Category	5	**Optional.** Enter the secondary leave category to which the leave type being added, changed, or expired belongs. Valid values are located on the Leave Category (LPCT) window. For leave usage events with a secondary leave category specified, an additional level of balance checking takes place. **Note:** Both **Primary Leave Category** and **Secondary Leave Category** must have an available balance in order for the usage event to be accepted. If accepted, the leave usage is reflected in the balance of both categories. Secondary Leave Category can only be specified for leave usage events. In addition, the primary and secondary leave categories must have the same Leave Definition on the Event Category (CATG) window.
Leave Factor	5	**Required.** Enter the factor amount if a leave amount for the leave event type is to be multiplied by a factor.
Minimum Units Amount	8	**Required.** Enter the minimum unit amount that is allowed for a leave event. For example, if the leave type units are in hours, then entering a value of 1.0 indicates that at least one hour must be entered for the leave event.
Maximum Units Amount	8	**Required.** Enter the maximum unit amount that is allowed for a leave event. For example, if the leave type units is in hours, then entering a value of 8.0 indicates that no more than eight hours is allowed for a single leave event.
Incremental Units Amount	8	**Required.** Enter the incremental amount that is allowed for leave event. For example, if the leave type units are in hours and the incremental amount is 0.10, all leave event transaction amounts must be in increments of ten

		minutes. A value of 4.1 would be a valid value while a value of 4.15 would not be a valid value.
Weekly	2	**Optional.** Enter the appropriate leave frequency code to indicate when this leave type should be accrued for employees paid on a weekly basis. If this field is left blank, the system accrues the leave each pay period. Valid values are located on the Leave Frequency (LEVF) window.
Bi-Weekly	2	**Optional.** Enter the appropriate leave frequency code to indicate when this leave type should be accrued for employees paid on a bi-weekly basis. If this field is left blank, the system accrues the leave each pay period. Valid values are located on the Leave Frequency (LEVF) window.
Semi-Monthly	2	**Optional.** Enter the appropriate leave frequency code to indicate when this leave type should be accrued if the employee is paid on a semi-monthly basis. If this field is left blank, the system accrues the leave each pay period. Valid values are located on the Leave Frequency (LEVF) window.
Monthly	2	**Optional.** Enter the appropriate leave frequency code to indicate when this leave type should be accrued for employees paid on a monthly basis. If this field is left blank, the system accrues the leave each pay period. Valid values are located on the Leave Frequency (LEVF) window.
Annual	2	**Optional.** Enter the appropriate leave frequency code to indicate when this leave type should be accrued for employees paid on an annual basis. If this field is left blank, the system accrues the leave each pay period. Valid values are located on the Leave Frequency (LEVF) window.
Automate Accrual	Checkbox	**Required.** Select if the accrual is to be automated ***[Enter Y]***. Do not select if the accrual should not be automated ***[Enter N]***.
Pay Type	Radio Button	**Optional.** Select a value to indicate whether the pay type codes defined under the Include/Exclude Pay Type are included or excluded in calculating leave. Valid values

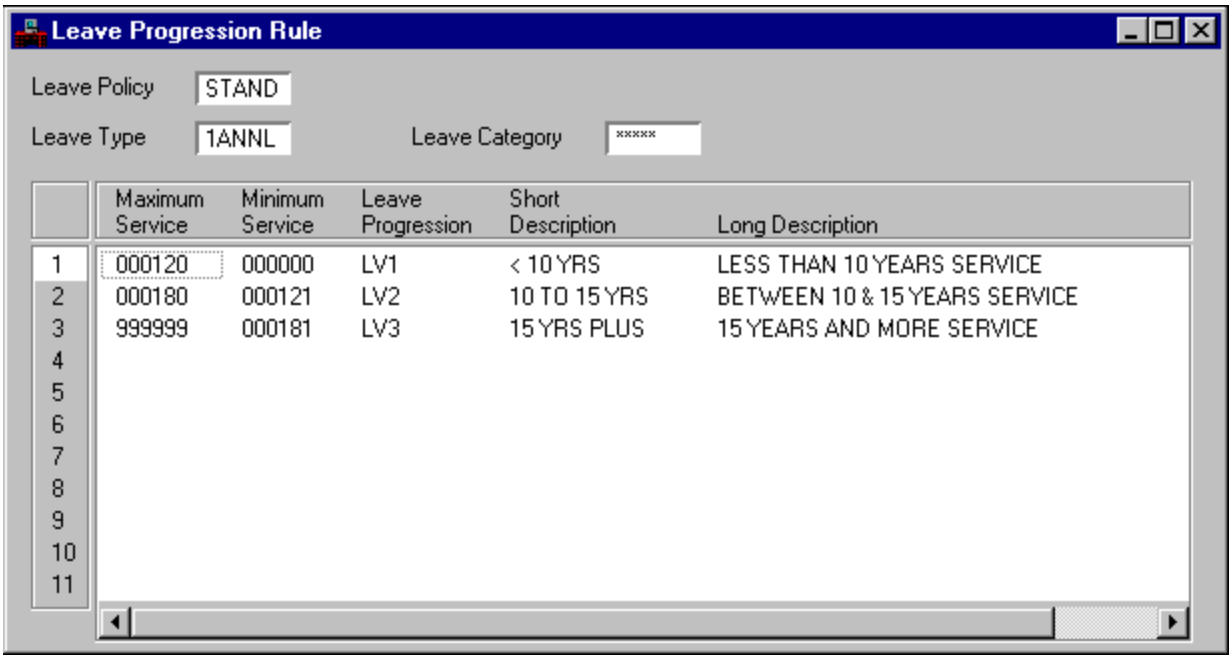
		are: ***Include Indicated [I]; Exclude Indicated [E]; Include All [blank]***.
Substitute Leave Type (1-5)	5	**Optional.** Enter the substitute leave type codes (up to five). If an employee's available leave has been used up, the system debits hours from the substitute leave types in the order in which they are listed. **Note:** All substitute leave type codes must have their own entries.
Include/Exclude Pay Type (1-20)	5	**Required.** Enter the pay type codes (up to 20) that are included or excluded in calculating leave. At least one field is required if Pay Type is entered; otherwise, leave all fields blank.

Leave Progression Rule (LPRL)

Purpose

The Leave Progression Rule (LPRL) window is used to track the various, progressively increasing leave accrual rates of employees. Since employees typically earn leave based on length of service, this window provides a mechanism for retrieving leave accrual rates, based on length of service, from the Leave Rate (LPRT) window. The system calculates length of service based on event date and the leave progression start date from the employee's assignment record. If the Use Service Hours for Leave on the Site Specific Parameters (SPAR) window is Y, then the system calculates the employee's leave accrual rates based on their length of service. The minimum and maximum service fields represent the number of hours the employee has worked.

LPRL Coding Instructions



Field Name	Length	Definition
Leave Policy	5	**Required.** Enter the code for the leave policy associated with the leave progression rules you are defining. Enter ***** to define this leave progression rule for all pay policies. Valid values are located on the Leave Policy (LPOL) window.
Leave Type	5	Default is *****. Enter the code for the leave type associated with the leave progression rules you are defining. Enter ***** to define this leave progression rule for all leave types. Valid values are located on the Event (EVNT) window.
Leave Category	5	Default is *****. Enter the code for the leave category associated with the leave progression rules you are defining. Enter ***** to define this leave progression rule for all leave categories. Valid values are located on the Event Category (CATG) window.
Maximum Service	6	**Required.** Enter the number of months associated with the progression code for leave accrual rates which are based on length of service. For example, the regular rate of leave accrual for an employee employed between zero and six months may be lower than the rate for someone employed over six months. The system calculates length of service in a title based on the event date and the leave progression start date recorded for the employee. If the **USE**

		SERVICE HOURS FOR LEAVE on the Site Specific Parameters (SPAR) window is ***Y***, then the system calculates the employee's leave accrual rates based on their length of service. The minimum and maximum service hours fields represent the number of hours the employee has worked.
Minimum Service	6	**Required.** Enter the number of months associated with the leave progression code for leave accrual rates which are based on length of service. For example, an employee has zero months of service until one full month has elapsed. A rule applying to the first six months of service begins with month zero and end with month five. If the **USE SERVICE HOURS FOR LEAVE** on the Site Specific Parameters (SPAR) window is ***Y***, then the system calculates the employee's leave accrual rates based on their length of service. The minimum and maximum service hours fields represent the number of hours the employee has worked.
Leave Progression	5	**Required.** Enter the code (up to five characters) which is used to identify a length of service so that the appropriate rate of leave accrual can be determined on Leave Rate (LPRT) window for employees with automated leave accruals.
Short Description	12	**Required.** Enter the new or changed short description of the leave policy code.
Long Description	30	Default is Short Description entry. Enter the new or changed long description of the leave policy code.

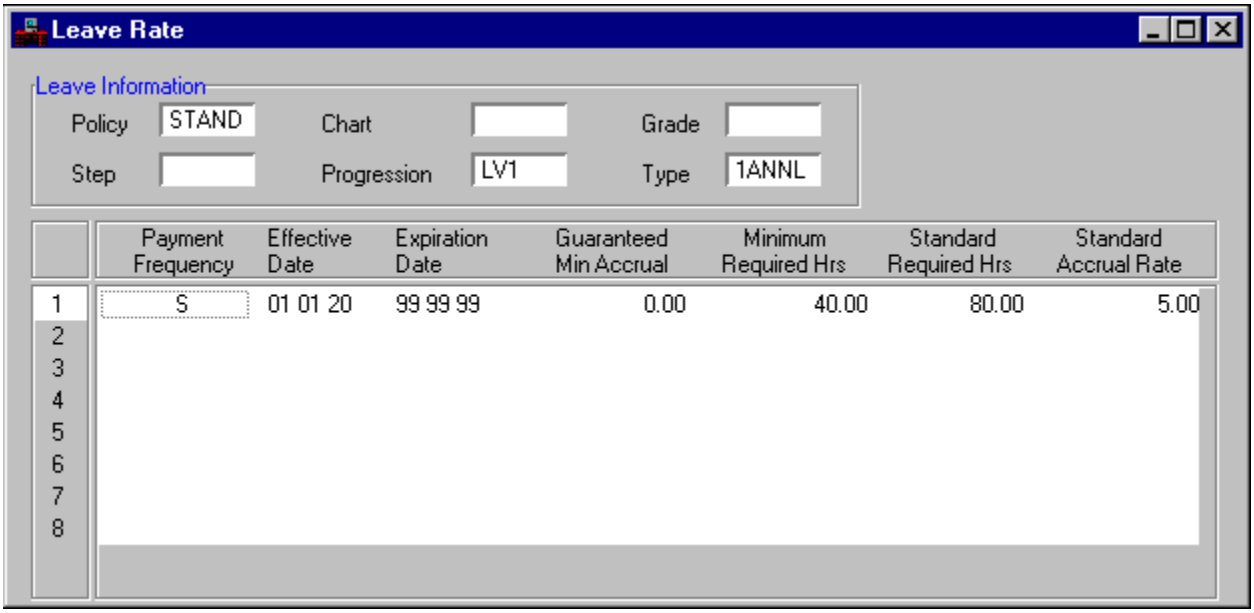
Leave Rate (LPRT)

Purpose

The Leave Rate (LPRT) window is used to define the guaranteed minimum leave accrual, the minimum number of hours required for accrual, the standard number of hours required and the standard accrual rate for each leave type. The guaranteed minimum accrual and the standard accrual rate are expressed in the basis for the leave type and the minimum and standard required hours are always expressed in hours. Prorated accruals are based on the ratio of included hours to standard hours multiplied by standard accrual rate.

Note: If the leave policy, leave type and leave progression combination is not defined on the Leave Progression Rule (LPRL) window, the leave progression must have a leave progression rule defined for a leave type and leave policy of *****. Valid values are located on the Leave Policy (LPOL), Event Type (EVNT), and the Leave Progression Rule (LPRL) windows.

LPRT Coding Instructions



Field Name	Length	Definition
Policy	5	**Required.** Enter the leave policy code for which the leave accrual (for example, grade, step) rates are being established or changed. If **USE PROGRESS FOR LEAVE** on the Site Specific Parameters (SPAR) window is set to ***Y***, the policy and the progression combination entered on this window must have a leave progression rule defined on the Leave Progression Rule (LPRL) window.
Chart	5	**Conditional.** Required if **USE CHART FOR LEAVE** on the Site Specific Parameters (SPAR) window is set to ***Y***; otherwise, leave blank. Enter the chart code for which pay leave accrual rates are being established or changed. The chart code provides a mechanism for establishing different leave accrual plans for employees who are in the same title but accrue leave at different

		rates based on their hire date (for example, prior to 12/31/79). Valid values are located on the Chart Rule (CHRL) window.
Grade	5	**Conditional.** Required if **USE GRADE FOR LEAVE** on the Site Specific Parameters (SPAR) window is set to ***Y***; otherwise, leave blank. Enter the grade code for which the leave accrual rates are being established or changed. Valid values are located on the Grade (GRDE) window.
Step	5	**Conditional.** Required if **USE STEP FOR LEAVE** on the Site Specific Parameters (SPAR) window is set to ***Y***; otherwise, leave blank. Enter the step code for which the leave accrual rates are being established or changed. Valid values are located on the Step (STEP) window.
Progression	5	**Conditional.** Required if **USE PROGRESS FOR LEAVE** on the Site Specific Parameters (SPAR) window is set to ***Y***; otherwise, leave blank. Enter the progression code for which the leave accrual rates are established. The progression code provides a mechanism for establishing different rates of leave accrual based on length of service in a title.
Type	5	**Required.** Enter the leave event code which is to be used for automated leave accrual. The event must be a leave accrual event, as specified on the Event Type (EVNT) window. The leave type and the progression combination entered on this window must have a leave progression rule defined on the Leave Progression Rule (LPRL) window.
Payment Frequency	1	**Required.** Enter the identification number to indicate the pay frequency for which the leave accrual rate is being defined. Valid values are: ***W Weekly; B Biweekly; S Semi-monthly; M Monthly; A Annually***.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	Default is 99/99/99. Enter the last date the information is in effect.
Guaranteed Min Accrual	8	**Required.** Enter the number of units which is the guaranteed minimum accrual for the leave. The minimum accrual is expressed

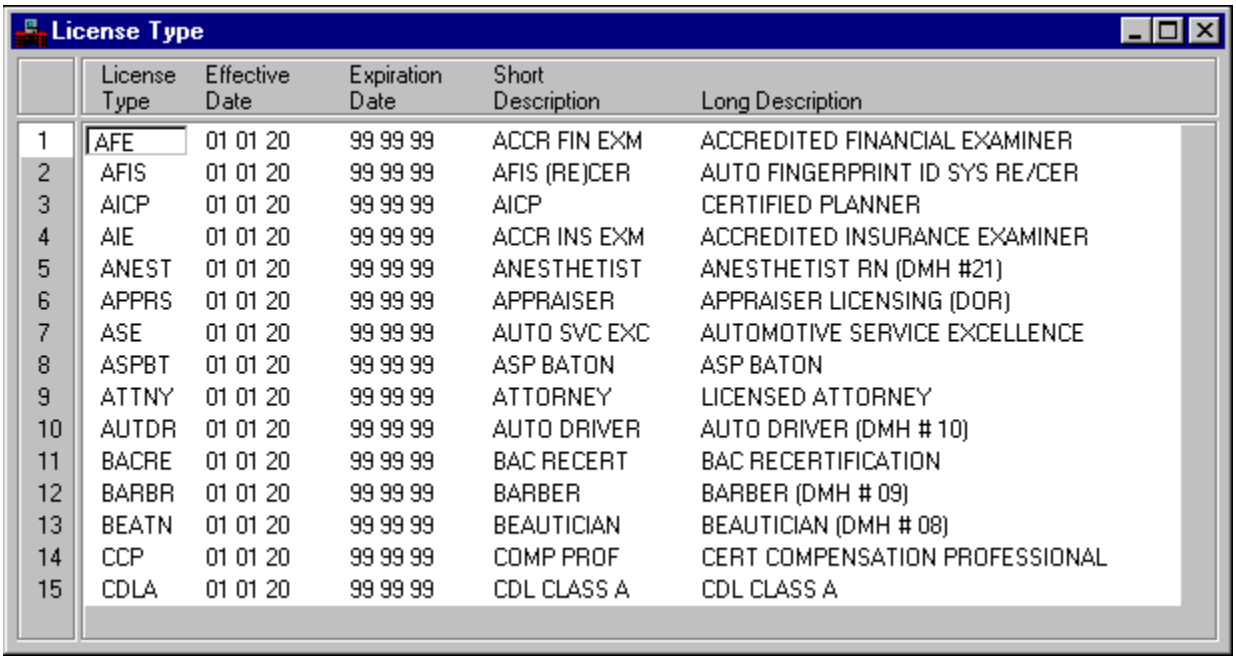
		in the same base unit as the leave type; for example, days, hours, weeks, etc.
Minimum Required Hrs	8	**Required.** Enter the minimum number of hours required to be worked in order to accrue the leave.
Standard Required Hrs	8	**Required.** Enter the standard number of hours to be worked in order to have the leave accrued at a standard rate.
Standard Accrual Rate	8	**Required.** Enter the leave accrual rate. The standard accrual rate is expressed in the same base unit as the leave type.

License Type (LTYP) Window Screen

Purpose

The License Type (LTYP) window defines the codes which identify the different kinds of licenses that are valid in the system. For some jobs, it is required that employees hold a specific license. For example, specific driver's licenses are necessary for truck drivers or school bus drivers.

LTYP Coding Instructions



	License Type	Effective Date	Expiration Date	Short Description	Long Description
1	AFE	01 01 20	99 99 99	ACCR FIN EXM	ACCREDITED FINANCIAL EXAMINER
2	AFIS	01 01 20	99 99 99	AFIS (RE)CER	AUTO FINGERPRINT ID SYS RE/CER
3	AICP	01 01 20	99 99 99	AICP	CERTIFIED PLANNER
4	AIE	01 01 20	99 99 99	ACCR INS EXM	ACCREDITED INSURANCE EXAMINER
5	ANEST	01 01 20	99 99 99	ANESTHETIST	ANESTHETIST RN (DMH #21)
6	APPRS	01 01 20	99 99 99	APPRAISER	APPRAISER LICENSING (DOR)
7	ASE	01 01 20	99 99 99	AUTO SVC EXC	AUTOMOTIVE SERVICE EXCELLENCE
8	ASPBT	01 01 20	99 99 99	ASP BATON	ASP BATON
9	ATTNY	01 01 20	99 99 99	ATTORNEY	LICENSED ATTORNEY
10	AUTDR	01 01 20	99 99 99	AUTO DRIVER	AUTO DRIVER (DMH # 10)
11	BACRE	01 01 20	99 99 99	BAC RECERT	BAC RECERTIFICATION
12	BARBR	01 01 20	99 99 99	BARBER	BARBER (DMH # 09)
13	BEATN	01 01 20	99 99 99	BEAUTICIAN	BEAUTICIAN (DMH # 08)
14	CCP	01 01 20	99 99 99	COMP PROF	CERT COMPENSATION PROFESSIONAL
15	CDLA	01 01 20	99 99 99	CDL CLASS A	CDL CLASS A

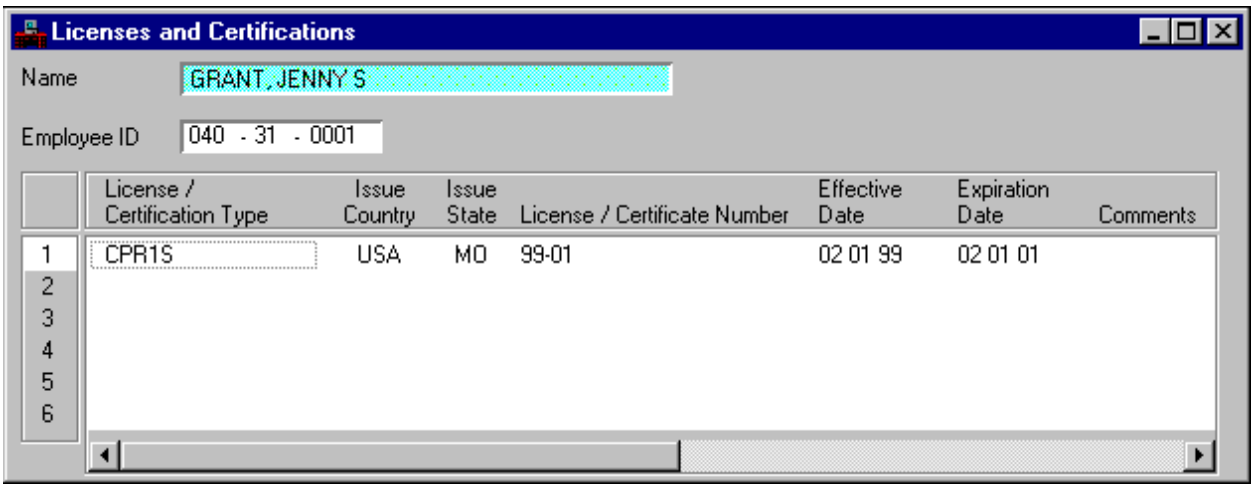
Field Name	Length	Definition
License Type	5	**Required.** Enter the license type code you are changing, adding, or expiring.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	Default is 99/99/99. Enter the last date the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the license code.
Long Description	30	Default is Short Description entry. Enter the new or changed long description of the license code.

Licenses and Certifications (LCNS)

Purpose

The Licenses and Certifications (LCNS) window is used to record and view information about the employee's licenses and certificates.

LCNS Coding Instructions



Field Name	Length	Definition
Name	Display Only	Displays the employee's full name (last name, first name, and middle initial).

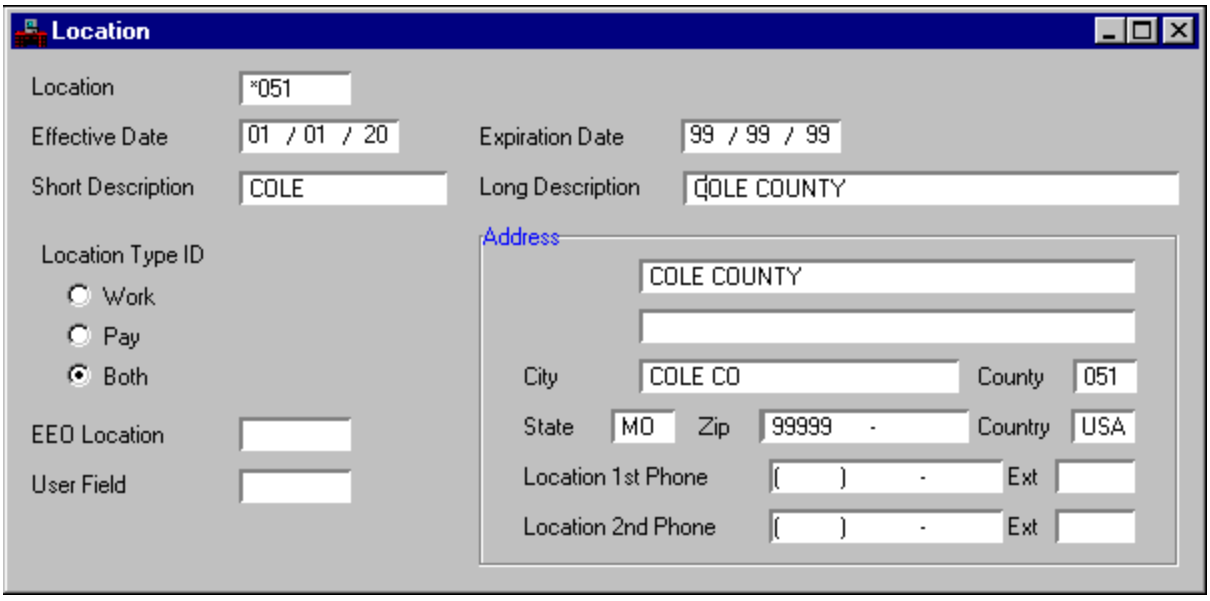
Employee ID	10	**Required.** Enter the employee's social security number.
License/Certification Type	5	**Required.** Enter the code for the type of license/certificate recognized by the organization. Valid values are located on the License Type (LTYP) window.
Issue Country	3	Default is **USA**. Enter the code for the country that issued the license. Valid values are located on the Country (CTRY) window.
Issue State	3	**Optional.** Enter the code for the state that issued the license. Valid values are located on the State (ST) window.
License/Certificate Number	30	**Required.** Enter the number of the special license or certificate.
Effective Date	6	**Required.** Enter the date (*mm/dd/yy*) the license/certificate information is effective.
Expiration Date	6	Default is 99/99/99. Enter the last date (*mm/dd/yy*) the license/certificate information is in effect.
Comments	75	**Optional.** Leave blank, or enter any additional comments.

Location (LOC)

Purpose

The Location (LOC) window is used to record address and phone information for pay and work locations.

LOC Coding Instructions



Field Name	Length	Definition
Location	6	**Required.** Enter the code to indicate the location you are adding or changing.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	Default is 99/99/99. Enter the last date the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the entry.
Long Description	30	Default is Short Description entry. Enter the new or changed long description of the location code.
Location Type ID	Radio Buttons	**Required.** Select the value to indicate the type of location. Valid values are: ***Work [W]; Pay [P];*** and, ***Both [B]***.
EEO Location	6	**Optional.** Enter an EEO location code to identify the employer's EEO location. Enter all asterisks (*****) if this work location is represented by multiple EEO locations. This will enable you to use the EEO Multiple Locations (EEOM) window to specify EEO Location for this entry. The EE0-5 report uses the EEO location code to access the correct EEO Location window entry. Valid values are located on the EEO Location (EEOL) window.

User Field	6	**Optional.** Use of this field is determined by each unique site.
Address (1-2)	30 x 2	**Required.** Enter the street address of the location. If necessary, use the second line for additional space.
City	19	**Required.** Enter the name of the city in which the address is located.
County	3	**Required.** Enter the code for the county in which the address is located. Valid values are located on the County (CNTY) window.
State	3	**Conditional.** Required if the **State Required** field on the Country (CTRY) window is ***Y*** for the entered country code; optional otherwise. Enter the code for the state in which the address is located. Valid values are located on the State (ST) window.
Zip	9	**Required.** Enter the zip code for the address. The last four digits are optional.
Country	3	**Conditional.** If the Site Specific Parameters (SPAR) window parameter **DEFAULT COUNTRY CODE** has the Yes/No Flag set to ***Y*** , and a valid value in the Text Value Line 1 , this field defaults to this value; required otherwise. Enter the code for the country in which the address is located. Valid values are located on the Country (CTRY) window.
Location 1st Phone	10	**Optional.** Enter the primary phone number for the location; include an area code and an extension, if any.
Ext	4	**Optional.** Enter the extension for the primary phone number, if any.
Location 2nd Phone	10	**Optional.** Enter the secondary phone number for the location; include an area code and an extension, if any.
Ext	4	**Optional.** Enter the extension for the secondary phone number, if any.

M

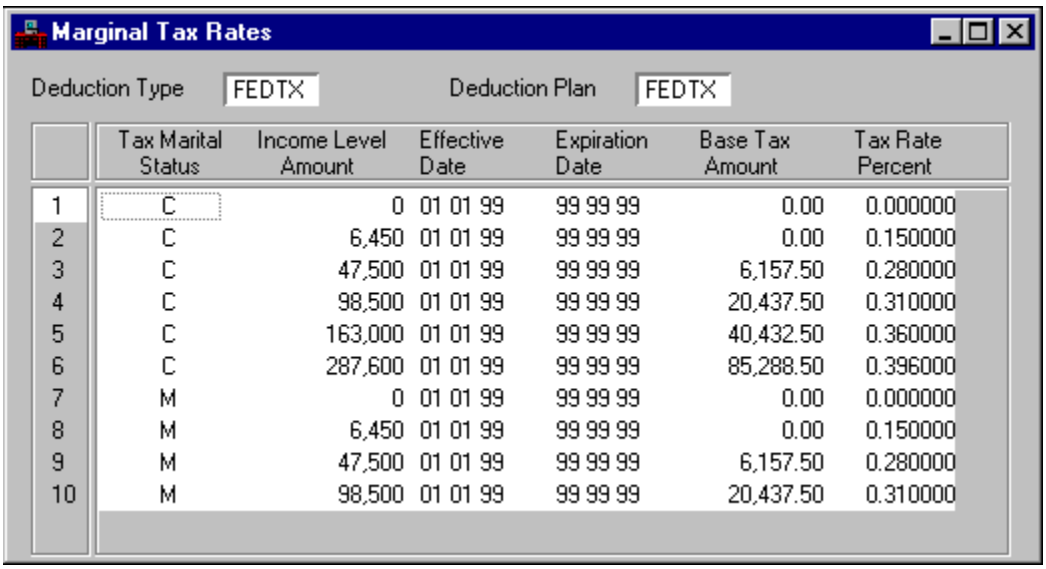
Marginal Tax Rates (DEDX)

Purpose

The Marginal Tax Rates (DEDX) window establishes the marginal tax brackets, tax marital status and income level base tax amount for each tax entity for which taxes are deducted.

NOTE: The Deduction Type, Deduction Plan and Tax Marital Status must be established on the Tax Parameters (TAXP) window before they can be entered on this window.

DEDX Coding Instructions



	Tax Marital Status	Income Level Amount	Effective Date	Expiration Date	Base Tax Amount	Tax Rate Percent
1	C	0	01 01 99	99 99 99	0.00	0.000000
2	C	6,450	01 01 99	99 99 99	0.00	0.150000
3	C	47,500	01 01 99	99 99 99	6,157.50	0.280000
4	C	98,500	01 01 99	99 99 99	20,437.50	0.310000
5	C	163,000	01 01 99	99 99 99	40,432.50	0.360000
6	C	287,600	01 01 99	99 99 99	85,288.50	0.396000
7	M	0	01 01 99	99 99 99	0.00	0.000000
8	M	6,450	01 01 99	99 99 99	0.00	0.150000
9	M	47,500	01 01 99	99 99 99	6,157.50	0.280000
10	M	98,500	01 01 99	99 99 99	20,437.50	0.310000

Field Name	Length	Definition
Deduction Type	5	**Required.** Enter the code to indicate the tax deduction to be entered or changed. Refer to the Deduction Type (DEDT) window for valid values.
Deduction Plan	5	**Required.** Enter the code to indicate the particular variation of the deduction type to be entered or changed. Refer to the Deduction Plan (DPLN) window for valid values.
Tax Marital Status	1	**Required.** Enter the code for the tax marital status associated with this deduction. Refer to the Tax Marital Status (TAXM) window for valid values.

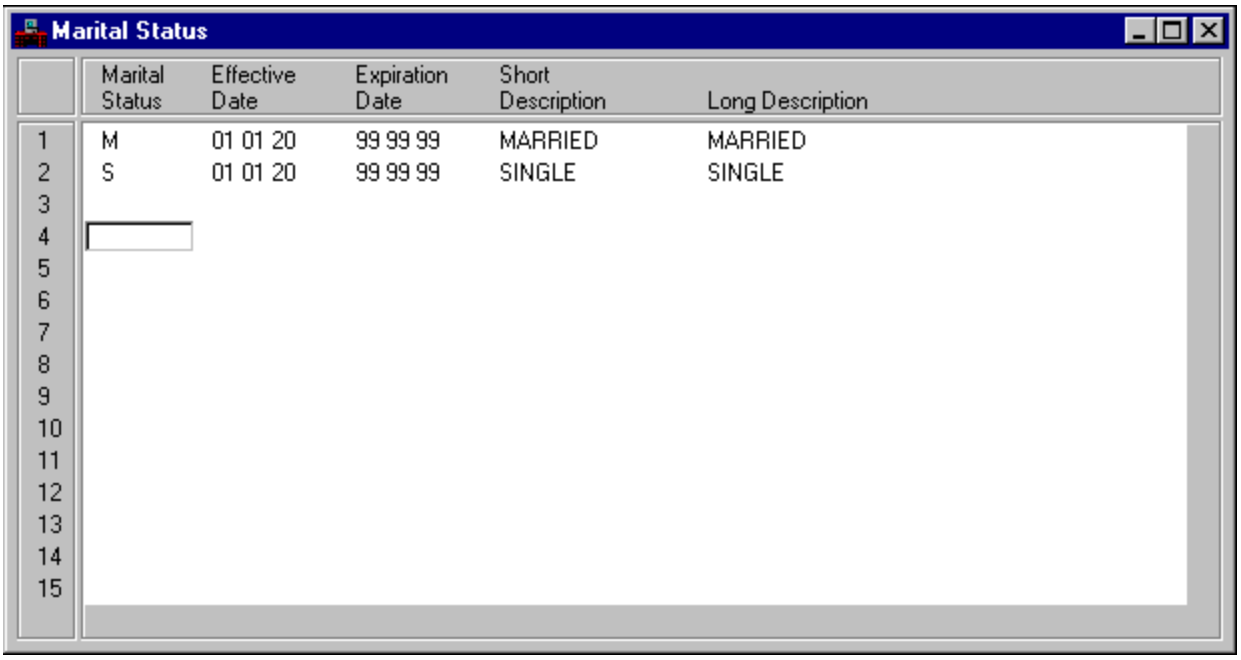
Income Level Amount	10	**Required.** Enter the minimum annual taxable income per tax bracket. Generally this is the lower bound of the tax bracket. The entry for the first tax bracket should be zero. For example, if annual income is in the 30% marginal tax bracket of [$35,000 - $65,000] enter ***35,000***.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	**Optional.** Enter the last date the entry is in effect. Default is ***99/99/99***.
Base Tax Amount	13	**Required.** Enter the amount of tax to be withheld in addition to the percentage which corresponds to the tax bracket. For example, the base tax amount for the 30% marginal tax bracket might be $7,000 if the first tax bracket is 20% between $0 and $35,000.
Tax Rate Percent	9	**Required.** Enter the percentage which corresponds to the tax bracket being entered. Negative amounts can be entered for the Advanced Earned Income Tax Credit (AEIC) program. Both positive and negative rates are accepted, with up to six decimal places. The tax rate percent must be less than or equal to +1 or greater than or equal to –1. A decimal must always be included. Positive numbers should include either a 0 or 1 to the left of the decimal.

Marital Status (MSTS)

Purpose

The Marital Status (MSTS) window defines the codes used to describe marital statuses of employees and applicants. These Marital Status codes are for use on the employee and applicant related windows such as Employee Attribute (ATTR) and Applicant Attribute Maintenance (AATT) windows. These codes should not be used to describe Tax Marital Statuses on the tax-related windows such as Tax Parameters (TAXP).

MSTS Coding Instructions



Field Name	Length	Definition
Marital Status	5	**Required.** Enter the marital status code being added, changed or expired.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	**Conditional.** Default is 99/99/99. Enter the last date the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the entry.
Long Description	30	Default is Short Description entry. Enter the new or changed long description of the marital status code.

Mass Approval Trigger (MAPP)

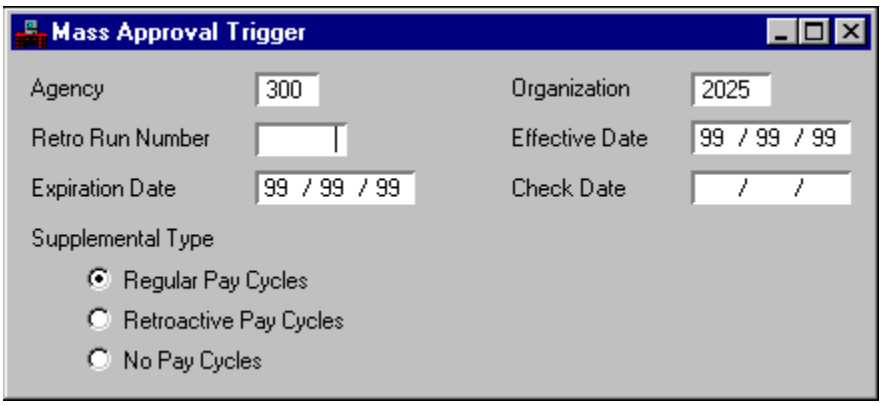
Purpose

The Mass Approval Trigger (MAPP) window is used to approve pending payments. Approvals can be made according to agency, organization, or retro processing run number.

Note: The following are the financial system accounting attributes which are used to charge each employee's payroll expenses to the appropriate general ledger accounts. Enter a value in these fields only if the Labor Distribution Override Option is set to Use Entered Accounting Values. There are no edits on this window for the Accounting Distribution fields in the Selected Criteria view. This allows users to enter new accounting information after submitting a request for employee mass change.

Note: The revised agency specific and accounting data portion of the window is used to specify the new values for agency data such as Pay Location or Work Location. If the result fields are left blank, the value currently existing on the database remains unchanged.

MAPP Coding Instructions



Field Name	Length	Definition
Agency	3	**Required.** Enter the home agency code. Valid values are located on the Agency Index (AGCY) window. Enter [***] to select all agencies.
Organization	4	**Required.** Enter the home organization code. Valid values are located on the Organization Index (ORGN) window. Enter [****] to select all organizations.
Retro Run Number	6	**Required.** Enter a number between 1 and 999,999 to identify which retro run was used to process retroactive pay. This value should be the retro processing number that appears on the pending payments to be approved. Enter [******] to select all retro runs.
Effective Date	6	**Required.** Enter the date (*mm/dd/yy*) the information becomes effective.

Expiration Date	6	Default is 99/99/99. Enter the last date the information is in effect.
Check Date	6	**Optional.** Enter the check date (*mm/dd/yy*) of the supplemental cycle in which the approved pending payments should be picked up.
Supplemental Type	Radio Buttons	**Optional.** Select a value to indicate the type of supplemental cycle. Valid values are ***Regular Pay Cycles, Retroactive Pay Cycles,*** and ***No Pay Cycles***.

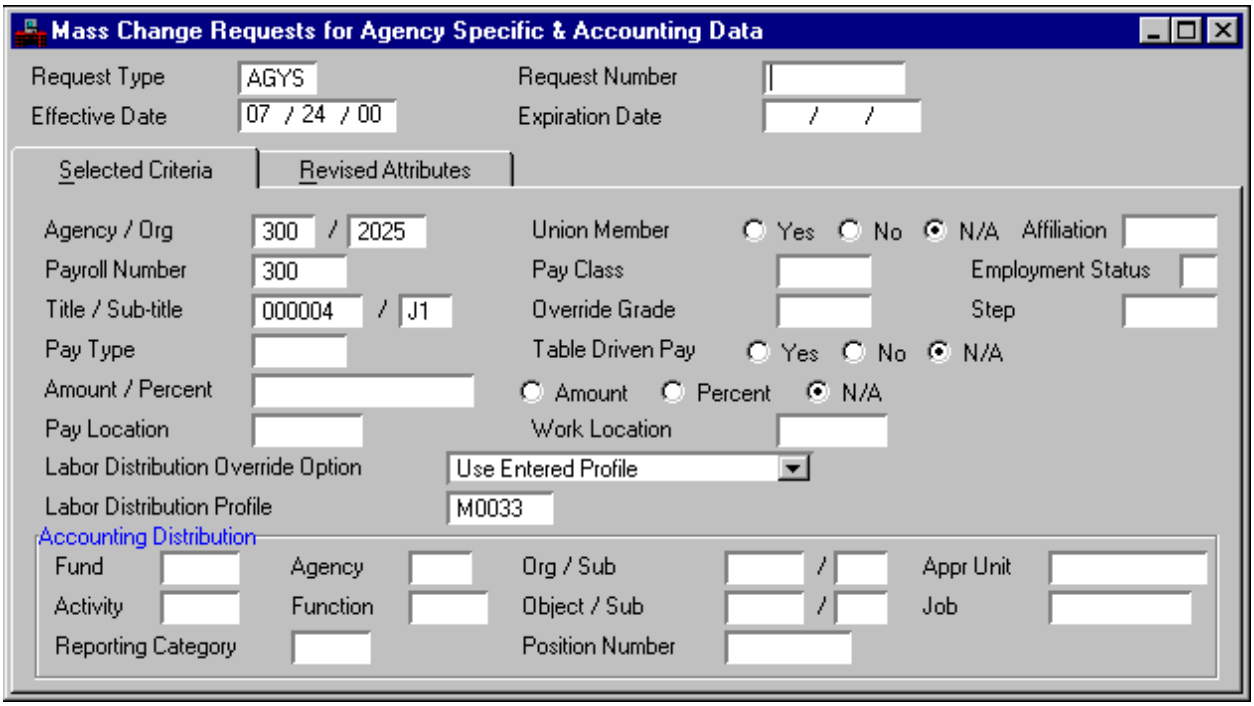
Mass Change Requests for Agency Specific & Accounting Data (MAS2)

Selected Criteria

Purpose

The Mass Change Requests for Agency Specific & Accounting Data (MAS2) is used to perform mass change actions for certain employee attributes that are found on the AGYS such as pay or work location, accounting attributes, labor distribution options, etc.

MAS2 Coding Instructions



Field Name	Length	Definition
Header		
Request Type	4	**Required.** Enter AGYS as the type of transaction to be mass changed.
Request Number	8	**Conditional.** For new requests, request number is system-assigned. If changing an existing request, enter the number of the request. The request number is used to determine processing order for like Request Types with the same revised Effective Date. For example, if two or more AGYS requests are submitted with the date 12/31/92, the requests are processed in request number order with the lowest request number being processed first.
Effective Date	6	**Required.** Enter a date (*mm/dd/yy*) which, when used together with Expiration Date, establishes a date range for the selection criteria. Employee assignments are selected if the selection criteria are matched on or after the Effective Date entered.
Expiration Date	6	Default is 99/99/99. Enter the last date (*mm/dd/yy*) which, when used together with the Effective Date, establishes a date range for the selection criteria. Employee assignments are selected if the selection criteria are matched on or before the Expiration Date.
Selected Criteria		
Agency	3	**Optional.** Leave blank, or enter the agency code of the employees selected for processing. Valid values are located on the Agency Index (AGCY) window.
Org	4	**Conditional.** Optional if **Agency** is entered; otherwise, leave blank. Enter the organization code of the employees selected for processing. Valid values are located on the Organization Index (ORGN) window.
Union Member	Radio Buttons	Defaults to ***N/A***. Select ***Yes*** if employees selected for processing are members of a union. Select ***No*** if employees selected for processing are not members of a union.

		Select ***N/A*** if union membership is not applicable to this mass change request.
Affiliation	5	**Optional.** Leave blank, or enter the union local code of employees selected for processing. Valid values are located on the Union Local (ULOC) window.
Payroll Number	5	**Optional.** Leave blank, or enter the payroll number code of employees selected for processing. Valid values are located on the Payroll Number (PYNO) window.
Pay Class	5	**Optional.** Leave blank, or enter the pay class code of employees selected for processing (e.g., hourly/positive pay, salaried/exception paid, etc.). Valid values are located on the Pay Class (PYCL) window.
Employment Status	1	**Optional.** Leave blank, or enter the employment status code of employees selected for processing. Valid values are located on the Employment Status (EMPS) window.
Title	6	**Optional.** Leave blank, or enter the title code (i.e., class code/index number) of employees selected for processing. Valid values are located on the Title (TITL) window. **NOTE:** All UCP title codes begin with the number ***0***. Title codes for non-UCP agencies begin with a character that has been assigned to the agency.
Sub-title	2	**Optional.** Leave blank, or enter the sub-title code of employees selected for processing. The sub-title establishes different pay, leave and deduction policies associated with a particular title. Valid values are located on the Sub-Title (STTL) window.
Override Grade	5	**Optional.** Leave blank, or enter the overridden grade code, if any, from the Employment Status Maintenance (ESMT) window of employees selected for processing. **NOTE:** A grade is initially overridden on the Position Status Maintenance (PSMT) window. The overridden grade is then

		inferred to the Assignment Attributes Panel of the Employment Status Maintenance (ESMT) window.
Step	5	**Optional.** Leave blank, or enter the pay step code of employees selected for processing. Valid values are located on the Step (STEP) window.
Pay Type	5	**Optional.** Leave blank, or enter the pay type code of employees to be selected for processing. Valid values are located on the Event Type (EVNT) window.
Table Driven Pay	Radio Buttons	Defaults to ***N/A***. Select a value to indicate how base pay is determined for the employees selected for processing. Valid values are ***Yes*** if the employees' base pay is table-driven; ***No*** if the employees' base pay is non-table-driven; and ***N/A*** if not applicable.
Amount/Percent	17	**Optional.** Enter the amount or percent value of pay parameters to be selected. For example, 25.80 percent should be entered ***.2580*** and $1000 should be entered ***1000***.
Amount/Percent	Radio Buttons	Defaults to ***N/A***. If an entry was made in **Amount/Percent**, select whether the entry is an ***amount*** or ***percent***; otherwise enter ***N/A***.
Pay Location	6	**Optional.** Enter the pay location of the employees selected. Valid values are located on the Location (LOC) window.
Work Location	6	**Optional.** Enter the work location of the employees selected. Valid values are located on the Location (LOC) window.
Labor Distribution Override Option	Dropdown Menu	Defaults to ***None***. Select a value to indicate those employees whose payroll expenses are charged in a particular manner. Valid values are: • ***Use Entered Accounting Values*** – selects employees whose account distributions are determined based on the accounting attributes

		specified on the Agency Specific & Accounting (AGYS) window • ***Use Entered Profile*** – selects employees whose accounting distributions are determined from the labor distribution profile code specified on the Agency Specific & Accounting (AGYS) window • ***Use Position Assignment*** – selects employees whose accounting distributions are determined based on the position number of the Position Status Maintenance (PSMT) window • ***None***
Labor Distribution Profile	5	**Conditional.** Required if the **Labor Distribution Override Option** is ***Use Entered Profile***; otherwise, leave blank. Enter the override labor distribution profile code of the employees to be selected for processing. Valid values are located on the Labor Distribution Profile (LDPR) window.
Fund	4	**Optional.** Enter the fiscal or accounting entity under which the selected employees fall. Valid values are located on the Fund Index (FUND) window.
Agency	3	**Optional.** Enter the override agency value of the employees selected. Agency must be valid with the entered fund. See Fund Agency Index (FAGY) for valid fund and agency combinations.
Org	4	**Optional.** Enter the override organization values of the employees selected. Valid values are located on the Organization Index (ORGN) window.
Sub	2	**Optional.** Enter a sub-organization of the employees selected. Valid values are located on the Sub-Organization (SORG) window.
Appr Unit	9	**Conditional.** Required if **Labor Distribution Override Option** is ***Use Entered Accounting Values***; otherwise, leave blank. Enter the appropriation unit code representing the dollar amount designated, by law, for a specific

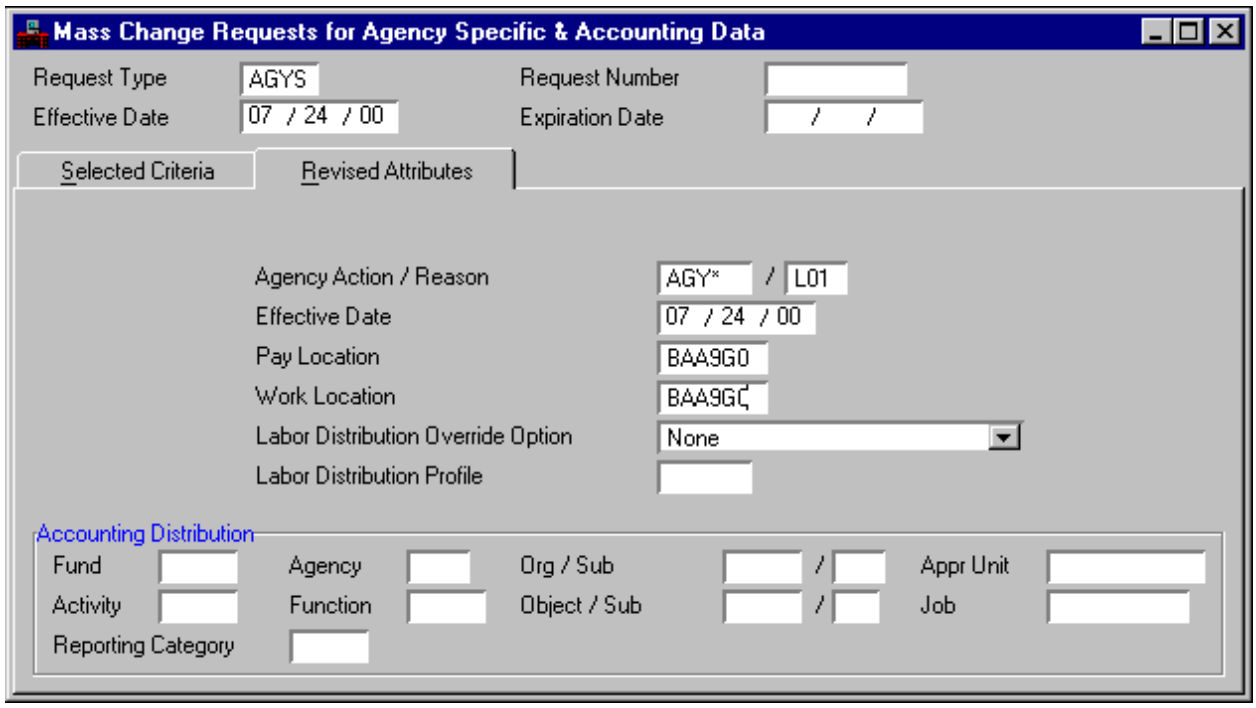
		purpose. Valid values are located on the Appropriation Index (APPR) window.
Activity	4	**Optional.** Enter the Activity Code used for a further breakdown of financial activity. Valid values are located on the Activity Index (ACTY) window.
Function	4	**Optional.** Enter the function code representing the budget for a group-related activity that is aimed at accomplishing a major service or regulatory responsibility. Valid values are located on the Function (FUNC) window.
Object	4	No entry is necessary in this field as the Object Code infers from the Event Type (EVNT) window.
Sub-Object	2	No entry is necessary in this field as the Sub-Object Code infers from the Event Type (EVNT) window.
Job	8	**Optional.** Enter job number used to track specific costs associated with particular projects or jobs. Valid values are located on the Job Index (JOBT) window.
Reporting Category	4	**Optional.** Enter the reporting category into which the selected employees fall. Valid values are located on the Reporting Category (RPTG) window.
Position Number	7	**Optional.** Enter the position number of employees selected for processing. Valid values are located on the Position Status Inquiry (QPST) window.

Revised Attributes

Purpose

The Mass Change Requests for Agency Specific & Accounting Data (MAS2) is used to perform mass change actions for certain employee attributes that are found on the AGYS such as pay or work location, accounting attributes, labor distribution options, etc.

MAS2 Coding Instructions



Field Name	Length	Definition
Revised Attributes		
Agency Action	5	**Required.** Enter the Personnel Action Code which applies to the newly created Agency Specific & Accounting (AGYS) transactions. Valid values are located on the Personnel Action (PACT) window.
Reason	3	**Optional.** Enter the personnel action reason code which pertains to the change(s) made to the Agency Specific and Accounting Data (AGYS) transactions targeted in the selection group. If this field is left blank, the personnel action reason code remains the same as the previous assignment on the AGYS. Valid values are located on the Personnel Action Reason (PART) window.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Pay Location	6	**Optional.** If pay location code has not changed, leave this field blank. Otherwise, enter the revised pay location for the employees who meet the selection criteria. Valid values are located on the Location (LOC) window.

Work Location	6	**Optional.** If work location code has not changed, leave this field blank. Otherwise, enter the revised work location for the employees who meet the selection criteria. If left blank, the work location is not changed. Valid values are located on the Location (LOC) window.
Labor Distribution Override Option	Dropdown Menu	Defaults to ***None***. If the **Labor Distribution Override Option** field on the Selected Criteria panel is ***None***, this field must be ***None***; otherwise, this field is optional. If a value is selected, it must match the value selected for the **Labor Override Distribution Option** in the Selected Criteria panel. Valid values are: • ***Use Entered Accounting Values*** – update selected employees' accounting attributes with those entered in the accounting distribution fields • ***Use Entered Profile*** – selected employees' accounting distributions are determined by the indicated Labor Distribution Profile code • ***Use Position Assignment*** – selected employees' accounting distributions are determined by the position assignment • ***None***
Labor Distribution Profile	5	**Conditional.** Required if **Labor Distribution Override Option** is ***Use Entered Profile***; otherwise, leave blank. Enter a revised Labor Distribution Profile code. Valid values are located on the Labor Distribution Profile (LDPR) window.
Fund	4	**Conditional/Optional.** Required if **Labor Distribution Override Option** is ***Use Entered Accounting Values***; otherwise, leave blank. Enter the fiscal or accounting entity under which the selected employees fall. Valid values are located on the Fund Index (FUND) window. **Note:** When this field is required but left blank and agency and organization are provided, this field defaults to the value specified in the **Fund** field on Organization (ORG2).

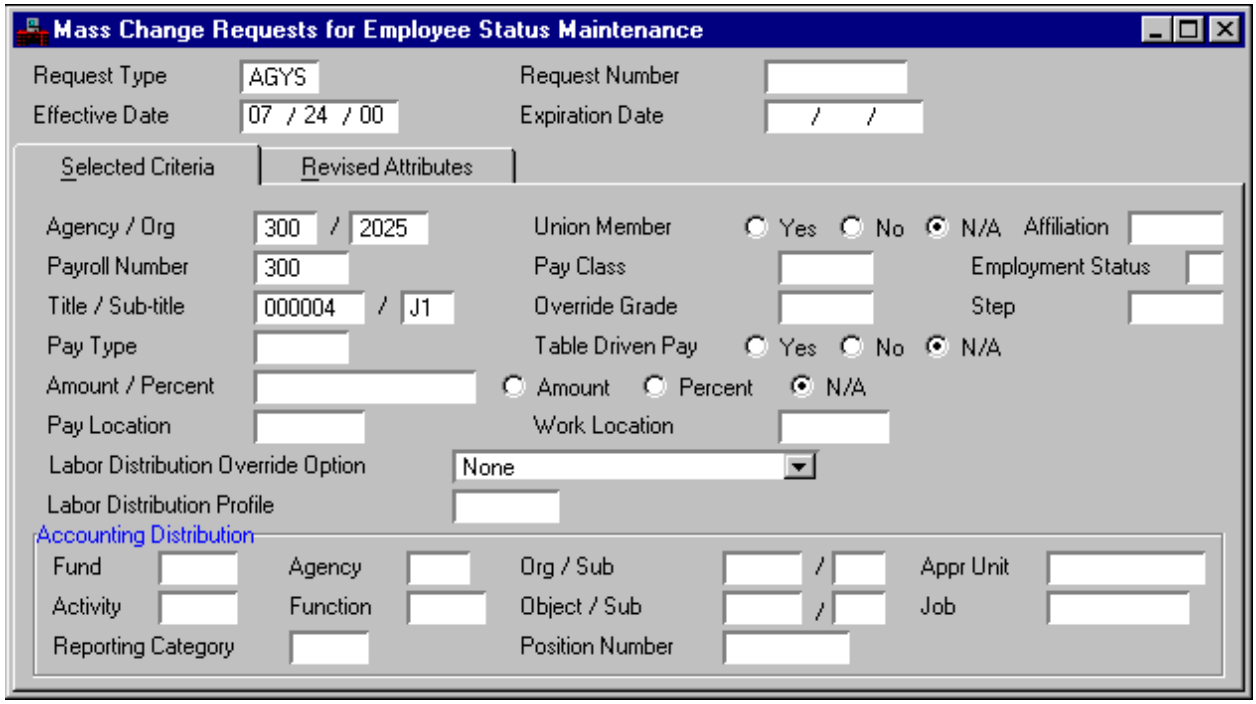
Agency	3	**Optional.** Enter the override agency value, which must be valid with the entered fund. Valid fund and agency combinations are located on the Fund Agency Index (FAGY) window.
Org	4	**Optional.** Enter the override organization values. Valid values are located on the Organization Index (ORGN) window.
Sub	2	**Optional.** Enter a sub-organization. Valid values are located on the Sub-Organization (SORG) window.
Appr Unit	9	**Conditional.** Required if **Labor Distribution Override Option** is ***Use Entered Accounting Values***; otherwise, leave blank. Enter the appropriation unit code representing the dollar amount designated, by law, for a specific purpose. Valid values are located on the Appropriation Index (APPR) window.
Activity	4	**Optional.** Enter the Activity Code used for a further breakdown of financial activity. Valid values are located on the Activity Index (ACTY) window.
Function	4	**Optional.** Enter the function code representing the budget for a group-related activity that is aimed at accomplishing a major service or regulatory responsibility. Valid values are located on the Function (FUNC) window.
Object	4	No entry is necessary in this field as the Object Code infers from the Event Type (EVNT) window.
Sub-Object	2	No entry is necessary in this field as the Sub-Object Code infers from the Event Type (EVNT) window.
Job	8	**Optional.** Enter job number used to track specific costs associated with particular projects or jobs. Valid values are located on the Job Index (JOBT) window.
Reporting Category	4	**Optional.** Enter the reporting category into which the selected employees fall. Valid values are located on the Reporting Category (RPTG) window.

Mass Change Requests For Employee Status Maintenance (MASS)

Purpose

The Mass Change Requests for Employee Status Maintenance (MASS) is used to perform mass change actions for certain employee attributes that are found on the ESMT such as title, step, pay rate, etc.

MASS Coding Instructions



Field Name	Length	Definition
Header		
Request Type	4	**Required.** Enter ESMT as the type of transaction to be mass changed.
Request Number	8	**Conditional.** For new requests, request number is system-assigned. If changing an existing request, enter the number of the request. The request number is used to determine processing order for like Request Types with the same revised Effective Date. For example, if two or more ESMT requests are submitted with the date 12/31/92, the requests

		are processed in request number order with the lowest request number being processed first.
Effective Date	6	**Required.** Enter a date (*mm/dd/yy*) which, when used together with Expiration Date, establishes a date range for the selection criteria. Employee assignments are selected if the selection criteria are matched on or after the Effective Date entered.
Expiration Date	6	Default is 99/99/99. Enter the last date (*mm/dd/yy*) which, when used together with the Effective Date, establishes a date range for the selection criteria. Employee assignments are selected if the selection criteria are matched on or before the Expiration Date.
Selected Criteria		
Agency	3	**Optional.** Leave blank, or enter the agency code of the employees selected for processing. Valid values are located on the Agency Index (AGCY) window.
Org	4	**Conditional.** Optional if Agency is entered; otherwise, leave blank. Enter the organization code of the employees selected for processing. Valid values are located on the Organization Index (ORGN) window.
Union Member	Radio Buttons	Defaults to ***N/A***. Select ***Yes*** if employees selected for processing are members of a union. Select ***No*** if employees selected for processing are not members of a union. Select ***N/A*** if union membership is not applicable to this mass change request.
Affiliation	5	**Optional.** Leave blank, or enter the union local code of employees selected for processing. Valid values are located on the Union Local (ULOC) window.
Payroll Number	5	**Optional.** Leave blank, or enter the payroll number code of employees selected for processing. Valid values are located on the Payroll Number (PYNO) window.
Pay Class	5	**Optional.** Leave blank, or enter the pay class code of employees selected for processing (e.g., hourly/positive

		pay, salaried/exception pay, etc.) Valid values are located on the Pay Class (PYCL) window.
Employment Status	1	**Optional.** Leave blank, or enter the employment status code of employees selected for processing. Valid values are located on the Employment Status (EMPS) window.
Title	6	**Optional.** Leave blank, or enter the title code (i.e., class code/index number) of employees selected for processing. Valid values are located on the Title (TITL) window. **NOTE:** All UCP title codes begin with the number ***0***. Title codes for non-UCP agencies begin with a character that has been assigned to the agency.
Sub-title	2	**Optional.** Leave blank, or enter the sub-title code of employees selected for processing. The sub-title establishes different pay, leave and deduction policies associated with a particular title. Valid values are located on the Sub-Title (STTL) window.
Override Grade	5	**Optional.** Leave blank, or enter the overridden grade code, if any, from the Employment Status Maintenance (ESMT) window of employees selected for processing. **NOTE:** A grade is initially overridden on the Position Status Maintenance (PSMT) window. The overridden grade is then inferred to the Assignment Attributes Panel of the Employment Status Maintenance (ESMT) window.
Step	5	**Optional.** Leave blank, or enter the pay step code of employees selected for processing. Valid values are located on the Step (STEP) window.
Pay Type	5	**Conditional.** Required if **Pay Action** on the Revised Attributes panel is ***Change Pay Rate*** or ***% Increase/Decrease***; otherwise optional. Enter the pay type code of employees selected for processing. Valid values are located on the Event Type (EVNT) window.

Table Driven Pay	Radio Buttons	Defaults to ***N/A***. Select a value to indicate how base pay is determined for the employees selected for processing. Valid values are ***Yes*** if the employees' base pay is table-driven; ***No*** if the employees' base pay is non-table-driven; and ***N/A*** if not applicable.
Amount/Percent	17	**Optional.** Enter the amount or percent value of pay parameters to be selected. For example, 25.80 percent should be entered ***.2580*** and $1000 should be entered ***1000***.
Amount/Percent	Radio Buttons	Defaults to ***N/A***. If an entry was made in **Amount/Percent**, select whether the entry is an ***amount*** or ***percent***; otherwise enter ***N/A***.
Pay Location	6	**Optional.** Enter the pay location of the employees selected. Valid values are located on the Location (LOC) window.
Work Location	6	**Optional.** Enter the work location of the employees selected. Valid values are located on the Location (LOC) window.
Labor Distribution Override Option	Dropdown Menu	Defaults to ***None***. Select the labor distribution override option. Valid values are: • ***Use Entered Accounting Values*** - selects employees whose account distributions are determined based on the accounting attributes specified on the Agency Specific & Accounting (AGYS) window • ***Use Entered Profile*** - selects employees whose accounting distributions are determined from the labor distribution profile code specified on the Agency Specific & Accounting (AGYS) window • ***Use Position Assignment*** - selects employees whose accounting distributions are determined based on the position number on the Position Status Maintenance (PSMT) window\

		• ***None***
Labor Distribution Profile	5	**Conditional.** Required if **Labor Distribution Override Option** is ***Use Entered Profile***; otherwise, leave blank. Enter the override labor distribution profile code of the employees selected. Valid values are located on the Labor Distribution Profile (LDPR) window.
Fund	4	**Optional.** Enter the fiscal or accounting entity under which the selected employees fall. Valid values are located on the Fund Index (FUND) window.
Agency	3	**Optional.** Enter the override agency value of the employees selected. Agency must be valid with the entered fund. See Fund Agency Index (FAGY) for valid fund and agency combinations.
Org	4	**Optional.** Enter the override organization values of the employees selected. Valid values are located on the Organization Index (ORGN) window.
Sub	2	**Optional.** Enter a sub-organization of the employees selected. Valid values are located on the Sub-Organization (SORG) window.
Appr Unit	9	**Conditional.** Required if **Labor Distribution Override Option** is ***Use Entered Accounting Values***; otherwise, leave blank. Enter the appropriation unit code representing the dollar amount designated by law for a specific purpose. Valid values are located on the Appropriation Index (APPR) window.
Activity	4	**Optional.** Enter the Activity Code used for a further breakdown of financial activity. Valid values are located on the Activity Index (ACTY) window.
Function	4	**Optional.** Enter the function code representing the budget for a group-related activity that is aimed at accomplishing a major service or regulatory responsibility. Valid values are located on the Function (FUNC) window.

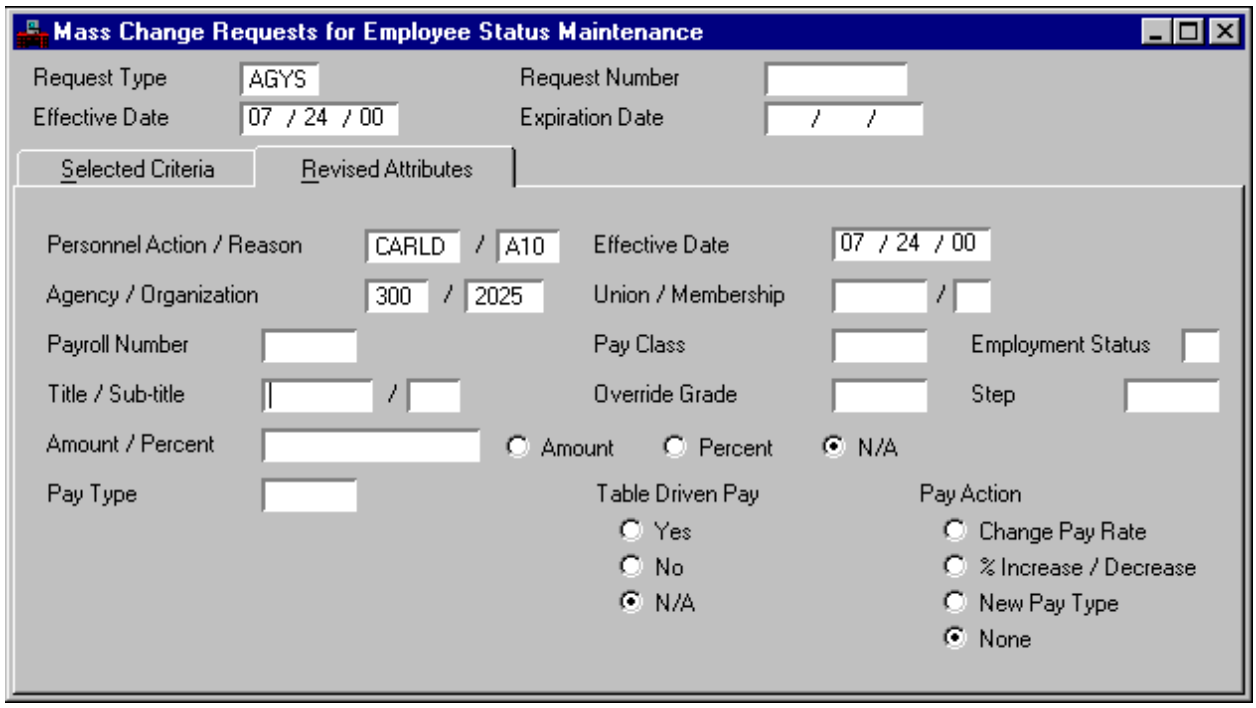
Object	4	No entry is necessary in this field as the Object Code infers from the Event Type (EVNT) window.
Sub-Object	2	No entry is necessary in this field as the Sub-Object Code infers from the Event Type (EVNT) window.
Job	8	**Optional.** Enter job number used to track specific costs associated with particular projects or jobs. Valid values are located on the Job Index (JOBT) window.
Reporting Category	4	**Optional.** Enter the reporting category into which the selected employees fall. Valid values are located on the Reporting Category (RPTG) window.
Position Number	7	**Optional.** Enter the position number of employees selected for processing. Valid values are located on the Position Status Inquiry (QPST) window.

Revised Attributes

Purpose

The Mass Change Requests for Employee Status Maintenance (MASS) is used to perform mass change actions for certain employee attributes that are found on the ESMT such as title, step, pay rate, etc.

MASS Coding Instructions



Field Name	Length	Definition
Header		
Request Type	4	**Required.** Enter ESMT as the type of transaction to be mass changed.
Request Number	8	**Conditional.** For new requests, request number is system-assigned. If changing an existing request, enter the number of the request. The request number is used to determine processing order for like Request Types with the same revised Effective Date. For example, if two or more ESMT requests are submitted with the date 12/31/92, the requests are processed in request number order with the lowest request number being processed first.
Effective Date	6	**Required.** Enter a date (*mm/dd/yy*) which, when used together with Expiration Date, establishes a date range for the selection criteria. Employee assignments are selected if the selection criteria are matched on or after the Effective Date entered.
Expiration Date	6	Default is 99/99/99. Enter the last date (*mm/dd/yy*) which, when used together with the Effective Date, establishes a date range for the selection criteria. Employee assignments are selected if

		the selection criteria are matched on or before the Expiration Date.
Revised Attributes		
Personnel Action	5	**Optional.** Enter the personnel action code which pertains to the change(s) made to the Employee Status Maintenance (ESMT) transactions targeted in the selection group. If this field is left blank, the personnel action code remains the same as the previous assignment on the ESMT. Valid values are located on the Personnel Action (PACT) window.
Reason	3	**Optional.** Enter the personnel action reason code which pertains to the change(s) made to the Employee Status Maintenance (ESMT) transactions targeted in the selection group. If this field is left blank, the personnel action reason code remains the same as the previous assignment on the ESMT. Valid values are located on the Personnel Action Reason (PART) window.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Agency	6	**Optional.** If the agency code has not changed, leave this field blank. Otherwise, enter the revised agency code for the selected employees. Valid values are located on the Agency Index (AGCY) window.
Organization	4	**Optional.** If the organization code has not changed, leave this field blank. Otherwise, enter the revised organization code for the selected employees. Valid values are located on the Organization Index (ORGN) window. **NOTE:** The organization code cannot be entered without also entering a valid agency code.
Union	5	**Optional.** Enter the union local code. Valid values are located on the Union Local (ULOC) window.
Membership	1	**Optional.** Enter ***Y*** for Yes or ***N*** for No to indicate whether or not the employee is a member of a union.

Payroll Number	5	**Optional.** If the payroll number has not changed, leave this field blank. Otherwise, enter the revised payroll number for the selected employees. Valid values are located on the Payroll Number (PYNO) window.
Pay Class	5	**Optional.** Enter the pay class code effective with the newly created transaction. Valid values are located on the Pay Class (PYCL) window.
Employment Status	1	**Optional.** If the employment status code has not changed, leave this field blank. Otherwise, enter the revised employment status code for the selected employees. Valid values are located on the Employment Status (EMPS) window.
Title	6	**Optional.** If the title code has not changed, leave this field blank. Otherwise, enter the revised title code (i.e., class code/index number) for the selected employees. Valid values are located on the Title (TITL) window.
Sub-title	2	**Optional.** If the sub-title code has not changed, leave this field blank. Otherwise, enter the revised sub-title code for the selected employees. Valid values are located on the Sub-Title (STTL) window.
Override Grade	5	**Optional.** If the override grade code has not changed, leave this field blank. Otherwise, enter the revised override grade code for the selected employees. Valid values are located on the Grade (GRDE) window.
Step	5	**Optional.** If the step code has not changed, leave this field blank. Otherwise, enter the revised step of the selected employees. Valid values are located on the Step (STEP) window.
Amount/Percent	17	**Conditional.** Required if Pay Type and Pay Action will be entered. If **Pay Action** is ***Change Pay Rate***, this amount replaces the amount found on the employee's existing pay parameter. If **Pay Action** is ***New Pay Type***, this amount or percent is associated with the newly created pay parameter. If **Pay Action** is ***% Increase/Decrease***, enter the percent to be applied to the selected employee pay parameter. To enter a

		percent value, enter a number between 0.0000 and 1.0. For example, a 4.5% increase would be entered as ***0.045***.
Amount/Percent	Radio Buttons	Defaults to ***N/A***. If an entry was made in **Amount/Percent**, select whether the entry is an ***amount*** or ***percent***; otherwise enter ***N/A***.
Pay Type	5	**Conditional.** Required if **Pay Action** is any value other than ***None***. If **Pay Action** is ***Change Pay Rate***, the pay type must be the same as Pay Type entered on the Selected Criteria panel. Enter the Pay Type code of the pay parameter to be added or changed with this entry. Valid values are located on the Event Type (EVNT) window.
Table Driven Pay	Radio Buttons	Defaults to ***N/A***. Select ***Yes*** if the selected employees should be changed to table-driven pay on the created transaction; select ***No*** if the selected employees should be changed to non-table-driven pay on the created transaction.
Pay Action	Radio Buttons	Defaults to ***None***. Select a value to indicate the pay action to be taken. Valid values are: • ***Change Pay Rate*** to change the pay rate of the selected employee pay parameters to the value entered in Amount/Percent • ***% Increase/Decrease*** to apply the percent increase/decrease entered in Amount/Percent to the pay rate of selected employee pay parameters • ***New Pay Type*** to create a new pay type • ***None***

Mass Change Requests For One-Time Transactions (MAS3)

Selected Criteria

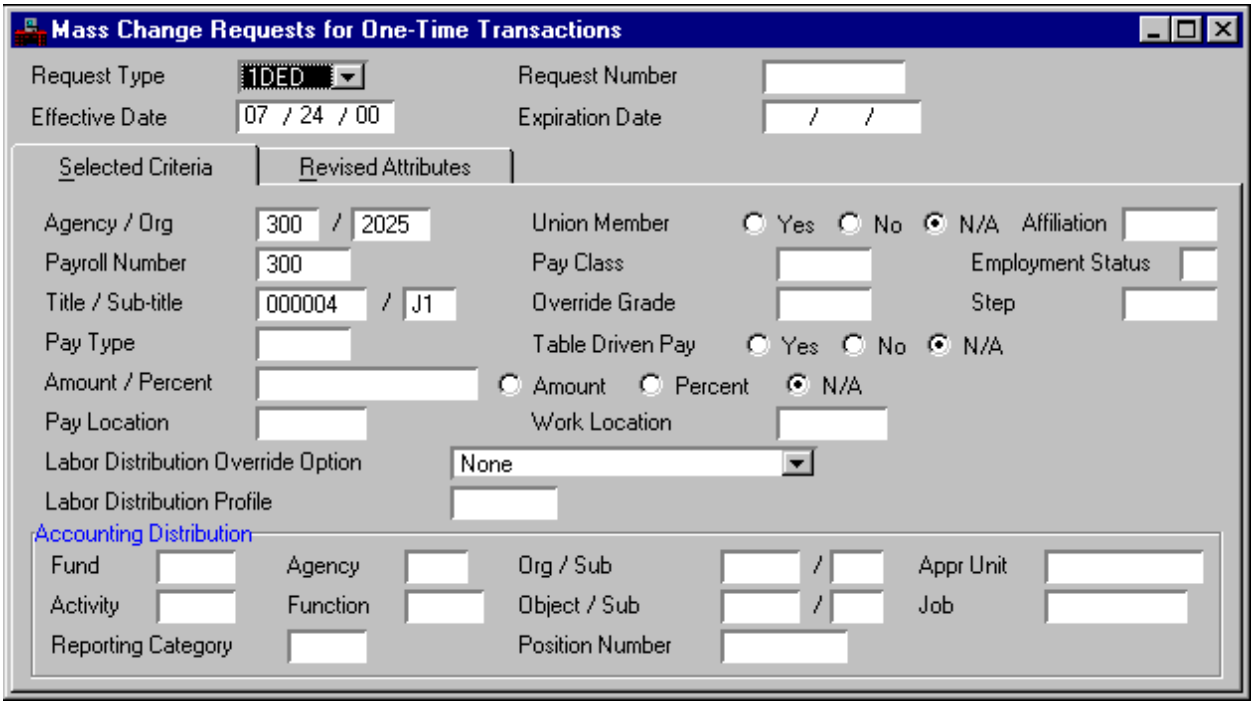
Purpose

The Mass Change Requests for One-Time Transactions (MAS3) window is used to produce one-time transactions for many employees at one time. One-time transactions are those normally entered on the following windows: One-Time Payment (1PAY) to generate a one-time payment for a specific amount, One-Time Deduction (1DED) to generate a one-time deduction for a specific amount or rate, Retroactive Pay Trigger (RTRG) to generate a request to perform a retroactive pay calculation, and Supplemental Pay Trigger (STRG) to request to include an employee in a supplemental pay cycle.

Mass change processing allows transactions to be produced for a large group of employees according to designated selection criteria. As a result, supplemental or retroactive pay triggers, or One-Time Payment (1PAY) or One-Time Deduction (1DED) transactions are generated.

Each transaction request type selected on this window has a different set of required result fields and likewise, undergoes a different set of edits.

MAS3 Coding Instructions



Field Name	Length	Definition
Header		

Request Type	Dropdown Menu	**Required.** Select the request type option. Valid values are ***1DED, 1PAY, RTRG,*** and ***STRG***. **Conditional.** Required to scan on or update an existing request. Not allowed if entering a new request (always system-assigned). If changing an existing request, enter the number of the request; otherwise, leave blank. If this field is left blank, the system defaults to an automatically assigned sequential request number.
Request Number	8	When entering multiple requests for the same Request Type and revised Effective Date the request should be entered in the same order they are to be processed. (Revised Effective Date is Effective Date in the Revised Employee Attributes section described below.) This number should be recorded on the window for reference purposes. The request number is used to determine processing order for like Request Types with the same revised Effective Date. For example, if two or more 1PAY requests are submitted with a revised effective date of 12/31/92, the request triggers are processed in request number order with the lowest request number being processed first.
Effective Date	6	**Required.** Enter a date (*mm/dd/yy*) which, when used together with Expiration Date, establishes a date range for the selection criteria. Employee assignments are selected if the selection criteria are matched on or after the Effective Date entered.
Expiration Date	6	Default is 99/99/99. Enter the last date (*mm/dd/yy*) which, when used together with the Effective Date, establishes a date range for the selection criteria. Employee assignments are selected if the selection criteria are matched on or before the Expiration Date.

Details

Agency	3	**Optional.** Enter the agency code of the employees selected for processing. Valid values are located on the Agency Index (AGCY) window.
Org	4	**Optional.** Enter the organization code of the employees selected for processing. Valid values are located on the Organization Index (ORGN) window.
Union Member	Radio Buttons	Defaults to ***N/A***. Select ***Yes*** if employees selected for processing are members of a union. Select ***No*** if employees selected for processing are not members of a union. Select ***N/A*** if union membership is not applicable to this mass change request.
Affiliation	5	**Optional.** Enter the union local code of employees selected for processing. Valid values are located on the Union Local (ULOC) window.
Payroll Number	5	**Optional.** Enter the payroll number code of employees selected for processing. Valid values are located on the Payroll Number (PYNO) window.
Pay Class	5	**Optional.** Enter the pay class code of employees selected for processing. Valid values are located on the Pay Class (PYCL) window.
Employment Status	1	**Optional.** Enter the employment status code of employees selected for processing. Valid values are located on the Employment Status (EMPS) window.
Title	6	**Optional.** Enter the title code (i.e., class code/index number) of employees selected for processing. Valid values are located on the Title (TITL) window. **NOTE:** All UCP title codes begin with the number "0". Title codes for non-UCP agencies begin with a character that has been assigned to the agency.
Sub-title	2	**Optional.** Enter the sub-title code of employees selected for processing. The sub-title establishes different pay, leave and deduction policies associated with a particular

		title. Valid values are located on the Sub-Title (STTL) window.
Override Grade	5	**Optional.** Enter the overridden grade code, if any, from the Employment Status Maintenance (ESMT) window of employees selected for processing. **NOTE:** A grade is initially overridden on the Position Status Maintenance (PSMT) window. The overridden grade is then inferred to the Assignment Attributes Panel of the Employment Status Maintenance (ESMT) window.
Step	5	**Optional.** Enter the pay step code of employees selected for processing. Valid values are located on the Step (STEP) window.
Pay Type	5	**Conditional.** Required if requesting a One-Time Payment (1PAY) or a Supplemental Pay Trigger (STRG). Enter the pay type code of employee pay parameters selected for processing. Valid values are located on the Event Type (EVNT) window.
Table Driven Pay	Radio Buttons	Defaults to ***N/A***. Select a value to indicate how base pay is determined for the employees selected for processing. Valid values are ***Yes*** if the employees' base pay is table-driven; ***No*** if the employees' base pay is non-table-driven; and ***N/A*** if not applicable.
Amount/Percent	17	**Optional.** Enter the amount or percent value of pay parameters to be selected. For example, 25.80 percent should be entered ***.2580*** and $1000 should be entered ***1000***.
Amount/Percent	Radio Buttons	Defaults to ***N/A***.. If an entry was made in **Amount/Percent**, select whether the entry is an ***amount*** or ***percent***; otherwise, enter ***N/A*.**
Pay Location	6	**Optional.** Enter the pay location of the employees selected. Valid values are located on the Location (LOC) window.

Work Location	6	**Optional.** Enter the work location of the employees selected. Valid values are located on the Location (LOC) window.
Labor Distribution Override Option	Dropdown Menu	Defaults to ***None***. Select a value to indicate those employees whose payroll expenses are charged in a particular manner. Valid values are: • ***Use Entered Accounting Values*** – selects employees whose account distributions are determined based on the accounting attributes specified on the Agency Specific & Accounting (AGYS) window • ***Use Entered Profile*** – selects employees whose accounting distributions are determined from the labor distribution profile code specified on the Agency Specific & Accounting (AGYS) window • ***Use Position Assignment*** – selects employees whose accounting distributions are determined based on the position number of the Position Status Maintenance (PSMT) window • ***None***
Labor Distribution Profile	5	**Conditional.** Required if the **Labor Distribution Override Option** is ***Use Entered Profile***; otherwise, leave blank. Enter the override labor distribution profile code of the employees to be selected for processing. Valid values are located on the Labor Distribution Profile (LDPR) window.
Fund	4	**Optional.** Enter the fiscal or accounting entity under which the selected employees fall. Valid values are located on the Fund Index (FUND) window.
Agency	3	**Optional.** Enter the override agency value of the employees selected. Agency must be valid with the entered fund. See Fund Agency Index (FAGY) for valid fund and agency combinations.

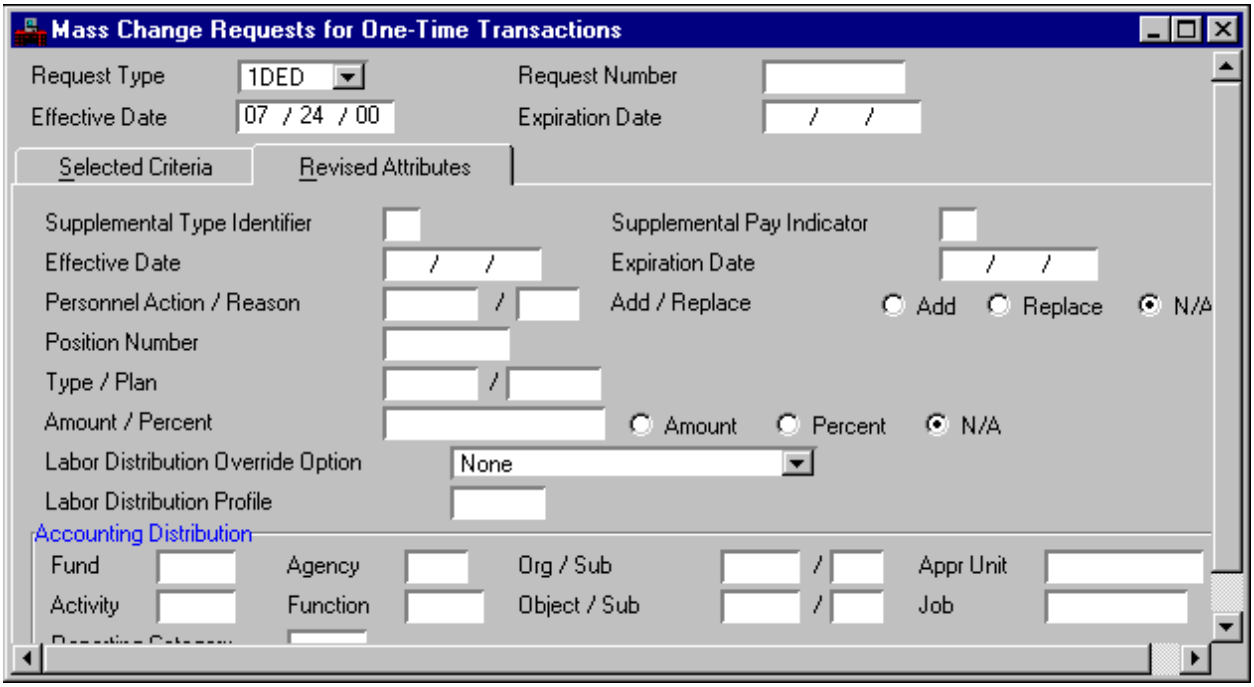
Org	4	**Optional.** Enter the override organization values of employees selected. Valid values are located on the Organization Index (ORGN) window.
Sub	2	**Optional.** Enter the Sub-Organization. Valid values are located on the Sub-Organization (SORG) window.
Appr Unit	9	**Conditional.** Required if **Labor Distribution Override Option** is ***Use Entered Accounting Values***; otherwise, leave blank. Enter the appropriation unit code representing the dollar amount designated by law for a specific purpose. Valid values are located on the Appropriation Index (APPR) window.
Activity	4	**Optional.** Enter the Activity Code used for a further breakdown of financial activity. Valid values are located on the Activity Index (ACTY) window.
Function	4	**Optional.** Enter the function code representing the budget for a group-related activity that is aimed at accomplishing a major service or regulatory responsibility. Valid values are located on the Function (FUNC) window.
Object	4	No entry is necessary in this field as the Object Code infers from the Event Type (EVNT) window.
Sub	2	No entry is necessary in this field as the Object Code infers from the Event Type (EVNT) window.
Job	8	**Optional.** Enter job number used to track specific costs associated with particular projects or jobs. Valid values are located on the Job Index (JOBT) window.
Reporting Category	4	**Optional.** Enter the reporting category into which the selected employees fall. Valid values are located on the Reporting Category (RPTG) window.
Position Number	7	**Optional.** Enter the position number of employees selected for processing. Valid values are located on the Position Status Inquiry (QPST) window.

Revised Attributes

Purpose

The Mass Change Requests for One-Time Transactions (MAS3) is used to produce one-time payments for a specific amount, one-time deductions for a specific amount or rate, retroactive pay calculations, and requests to include employees in a supplemental pay cycle.

MAS3 Coding Instructions



Field Name	Length	Definition
Header		
Request Type	Dropdown Menu	**Required.** Select the request type option. Valid values are ***1DED, 1PAY, RTRG,*** and ***STRG***.
Request Number	8	**Conditional.** Required to scan on or update an existing request. Not allowed if entering a new request (always system-assigned). If changing an existing request, enter the number of the request; otherwise, leave blank. If this field is left blank, the system defaults to an automatically assigned sequential request number. When entering multiple requests for the same Request Type and revised Effective Date the request should be entered in

		the same order they are to be processed. (Revised Effective Date is Effective Date in the Revised Employee Attributes section described below.) This number should be recorded on the window for reference purposes. The request number is used to determine processing order for like Request Types with the same revised Effective Date. For example, if two or more 1PAY requests are submitted with a revised effective date of 12/31/92, the request triggers are processed in request number order with the lowest request number being processed first.
Effective Date	6	**Required.** Enter a date (*mm/dd/yy*) which, when used together with Expiration Date, establishes a date range for the selection criteria. Employee assignments are selected if the selection criteria are matched on or after the Effective Date entered.
Expiration Date	6	Default is 99/99/99. Enter the last date (*mm/dd/yy*) which, when used together with the Effective Date, establishes a date range for the selection criteria. Employee assignments are selected if the selection criteria are matched on or before the Expiration Date.

Details

Supplemental Type Identifier	1	**Conditional.** If **Request Type** is ***RTRG*** or ***1PAY***, leave this field blank. Required if **Request Type** is ***STRG***. Enter the Supplemental Type Code to specify the option used to determine which dates are used for retro pay processing. Valid values are: • For Retroactive Pay Trigger (RTRG) transactions: ○ ***FLSA work cycle dates*** ○ ***Pending pay*** ○ ***Pay cycle dates***

NOTE: For a Request Type of RTRG, the Supplemental Type

Identifier corresponds to the Retro Type ID on the Retro Trigger (RTRG) window. WE'VE ALREADY BEEN TOLD TO LEAVE THE FIELD BLANK IF THE REQUEST TYPE IS RTRG. WHY ARE WE GIVEN CHOICES HERE?

- For One-Time Payment (1PAY) transactions:
    - ***By-pay type supplemental***
    - ***Replacement supplemental***
    - ***Processed in a regular replacement or advance supplemental run***

NOTE: For a Request Type of 1PAY, the Supplemental Type Identifier corresponds to the Supplemental Pay on the One-Time Payment (1PAY) window. WE'VE ALREADY BEEN TOLD TO LEAVE THE FIELD BLANK IF THE REQUEST TYPE IS 1PAY. WHY ARE WE GIVEN CHOICES HERE?

- For Supplemental Pay Trigger (STRG) transactions:
    - ***By-pay type supplemental***
    - ***Replacement supplemental***
    - ***Retro pay supplemental***
    - ***Advance pay supplemental***
    - ***Multiple-by-pay supplemental***
    - ***No-pay-calculation supplemental***

NOTE: For a Request Type of STRG, the Supplemental Type Identifier corresponds to the Supplemental Type on the Supplemental Pay Trigger (STRG) window.

Supplemental Pay Indicator 1

Optional. Used only for 1DED transactions; otherwise, leave blank. Enter the supplemental pay code to indicate the kind of pay cycle needed to pay the selected employees. Valid values are:

		• ***Supplemental pay cycle*** • ***Normal pay cycle*** • ***Defaults to a normal pay cycle*** **Conditional.** Required if **Request Type** is ***1DED, 1PAY*** or ***RTRG***. Also required if **Request Type** is ***STRG*** and **Supplemental Type Identifier** is ***R*** or ***A***.
Effective Date	6	**NOTE:** For a Request Type of 1DED and 1PAY, the Effective Date corresponds to the Event Date on the One-Time Deduction (1DED) and One-Time Payment (1PAY) windows respectively. For a Request Type of RTRG the Effective Date corresponds to the Retro Start Date on the Retroactive Pay Trigger (RTRG) window. For a Request Type of STRG the Effective Date corresponds to the Pay Period End Date on the Supplemental Pay Trigger (STRG) window.
Expiration Date	6	Default is 99/99/99. Required if **Request Type** is ***RTRG***. Enter the last date the information is in effect. **NOTE:** The Expiration Date corresponds to the End Date on the Retroactive Pay Trigger (RTRG) window.
Personnel Action	5	**Conditional.** Optional if **Request Type** is ***RTRG***; otherwise, leave blank. Enter the Personnel Action code. Valid values are located on the Personnel Action (PACT) window. **NOTE:** For a Request Type of RTRG, the Personnel Action corresponds to the Personnel Action on the Retroactive Pay Trigger (RTRG) window.
Reason	3	**Conditional.** Optional if **Request Type** is ***RTRG***; otherwise, leave blank. Enter the Personnel Action Reason code. Valid values are located on the Personnel Action Reason (PART) window. **NOTE:** For a Request Type of RTRG, the Personnel Action Reason corresponds to the Personnel Action Reason on the Retroactive Pay Trigger (RTRG) window.
Add/Replace	Radio Buttons	Defaults to ***N/A***. Required if One-Time Deduction (1DED) transactions are requested. Select ***Add*** to indicate this deduction is taken as an additional deduction for the

		employee. This deduction does not take the place of a permanent deduction with the same type and plan. Select ***Replace*** to indicate this deduction replaces a permanent deduction of the same deduction type and plan with the amount or percent listed on this transaction. Select ***N/A*** if not applicable. **NOTE:** For a Request Type of 1DED, the Add/Replace corresponds to the Add/Replace ID on the One-Time Deduction (1DED) window.
Position Number	7	**Conditional.** Required if **Labor Distribution Override Option** is ***Use Position Assignment***. Optional if **Request Type** is ***1PAY***; otherwise, leave blank. Enter the position number of employees to be selected for processing. Valid values are located on the Position Status Inquiry (QPST) window.
Type/Plan	5 5	**Conditional.** Required if **Request Type** is ***1DED*** or ***1PAY***; or if **Request Type** is ***STRG*** and **Supplemental Type Identifier** is ***P***. Enter the pay/deduction type which applies to the selected transaction and employees. Valid values are located on the Deduction Type (DEDT) or Deduction Plan (DPLN) windows for One-Time Deductions, and the Event Type (EVNT) window for One-Time Payments windows. **NOTE:** For a Request Type of 1DED the Type/Plan corresponds to the Deduction Type and Deduction Plan on the One-Time Deduction (1DED). For a Request Type of 1PAY the Type/Plan corresponds to the Pay Type on the One-Time Payment (1PAY) window. For a Request Type of STRG the Type/Plan corresponds to the Pay Type on the Supplemental Pay Trigger (STRG) window.
Amount/Percent	17	**Conditional.** Required if **Request Type** is ***1DED*** or ***1PAY***; otherwise, leave blank. For 1PAY, enter the amount of the payment. For 1DED, enter the amount or percent of the deduction to be taken. To enter a percent value, enter a number between 0.0000 and 1.0. For example, a 4.5%

		deduction, would be entered as ***0.045***. **NOTE:** For a Request Type of 1DED the Amount/Percent corresponds to the Deduction Amount and Deduction Rate on the One-Time Deduction (1DED) window respectively. For a Request Type of 1PAY the Amount/Percent corresponds to the Payment Amount on the One-Time Payment (1PAY) window.
Amount/Percent	Radio Buttons	Defaults to ***N/A***. Select whether the entry is an amount or a percent. Valid values are ***Amount; Percent; N/A***.
Labor Distribution Override Option	Dropdown Menu	**Conditional.** Optional if **Request Type** is ***1PAY***; otherwise, leave blank. Select a value to override the employee's normal account distribution for charging payroll expenses. Valid values are: • ***Use Entered Accounting Values*** – selects employees whose account distributions are determined based on the accounting attributes specified on the Agency Specific and Accounting (AGYS) window • ***Use Entered Profile*** – selects employees whose accounting distributions are determined from the Labor Distribution Profile code specified on the Agency Specific and Accounting (AGYS) window • ***Use Position Assignment*** – selects employees whose accounting distributions are determined based on the position number on the Position Status Maintenance (PSMT) window • ***None*** **NOTE:** For a Request Type of 1PAY, the Labor Distribution Override corresponds to the Labor Distribution Override Option on the One-Time Payment (1PAY) window.
Labor Distribution Profile	5	**Conditional.** Allowed only for One-Time Payment (1PAY) transactions. Optional if the **Labor Distribution Override Option** is ***Use Entered Profile***; otherwise, leave blank. Valid

		values are located on the Labor Distribution Profile (LDPR) window. **NOTE:** For a Request Type of 1PAY, the Labor Distribution Profile corresponds to the Labor Distribution Profile on the One-Time Payment (1PAY) window.
Fund	4	**Conditional/Optional.** Optional if **Labor Distribution Override Option** is ***Use Entered Accounting Values*;** otherwise, leave blank. Enter the fiscal or accounting entity under which the selected employees fall. Valid values are located on the Fund Index (FUND) window. When this field is required but left blank, and agency and organization are provided, this field defaults to the value specified in the Fund field on Organization (ORG2). **NOTE:** If the Fund you choose had an Expense Budget Control Option value of (none), no Expense Budget entry is required on Expense Budget Inquiry (EXP2) for the accounting attributes that follow. If it is set to (Presence) or (full), an Expense Budget entry must exist for the accounting distribution that is entered.
Agency	3	**Optional.** Enter the override agency value, which must be valid with the entered fund. See Fund Agency Index (FAGY) for valid fund and agency combinations.
Org	4	**Conditional.** Required if **Labor Distribution Override Option** is ***Use Entered Accounting Values;*** otherwise, leave blank**.** Enter the override organization code. Valid values are located on the Organization Index (ORGN) window.
Sub	2	**Optional.** Enter a sub-organization code. Valid values are located on the Sub-Organization (SORG) window.
Appr Unit	9	**Conditional.** Required if **Labor Distribution Override Option** is ***Use Entered Accounting Values***; otherwise, leave blank. Enter the appropriation unit code representing the

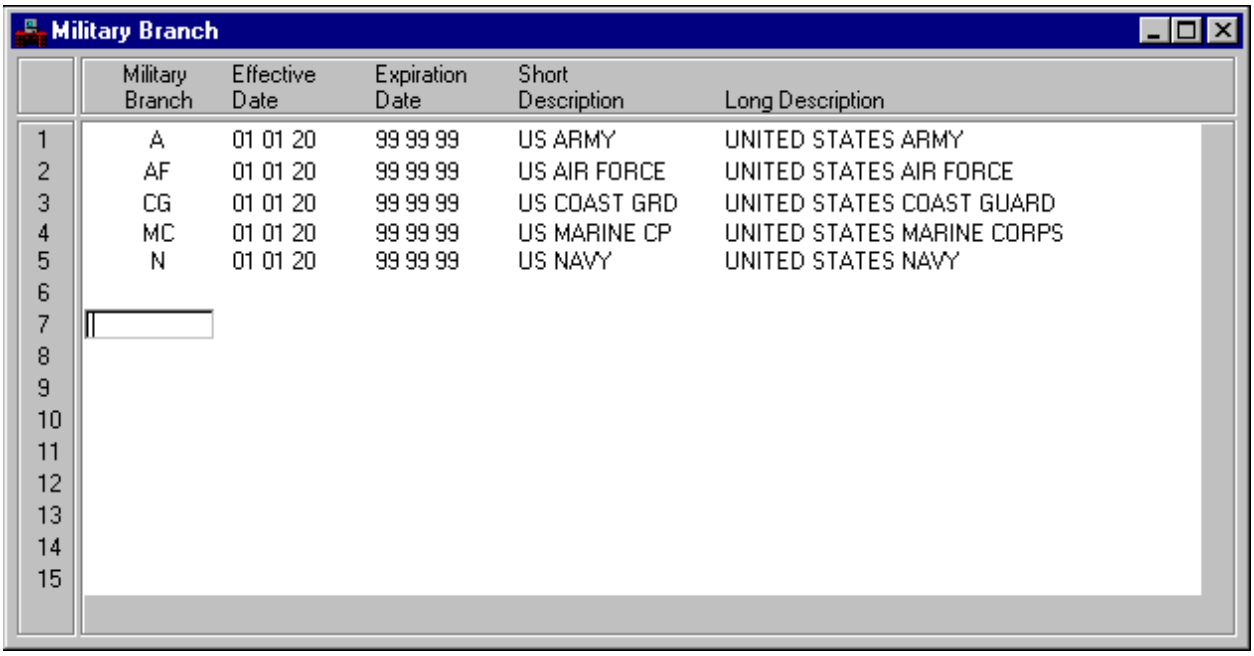
		dollar amount designated, by law, for a specific purpose. Valid values are located on the Appropriation Index (APPR) window.
Activity	4	**Conditional.** Required if **Labor Distribution Override Option** is ***Use Entered Accounting Values*.** Enter the Activity Code used for a further breakdown of financial activity. Valid values are located on the Activity Index (ACTY) window.
Function	4	**Conditional.** Required if **Labor Distribution Override Option** is ***Use Entered Accounting Values*.** Enter the function code representing the budget for a group-related activity that is aimed at accomplishing a major service or regulatory responsibility. Valid values are located on the Function (FUNC) window.
Object	4	No entry is necessary in this field as the Object Code infers from the Event Type (EVNT) window.
Sub	2	No entry is necessary in this field as the Sub-Object Code infers from the Event Type (EVNT) window.
Job	8	**Optional.** Enter job number used to track specific costs associated with particular projects or jobs. Valid values are located on the Job Index (JOBT) window.
Reporting Category	4	**Optional.** Enter the reporting category into which the selected employees fall. Valid values are located on the Reporting Category (RPTG) window.

Military Branch (MILB)

Purpose

The Military Branch (MILB) window defines the codes which identify the valid branches of the military in which an employee or applicant might have served.

MILB Coding Instructions



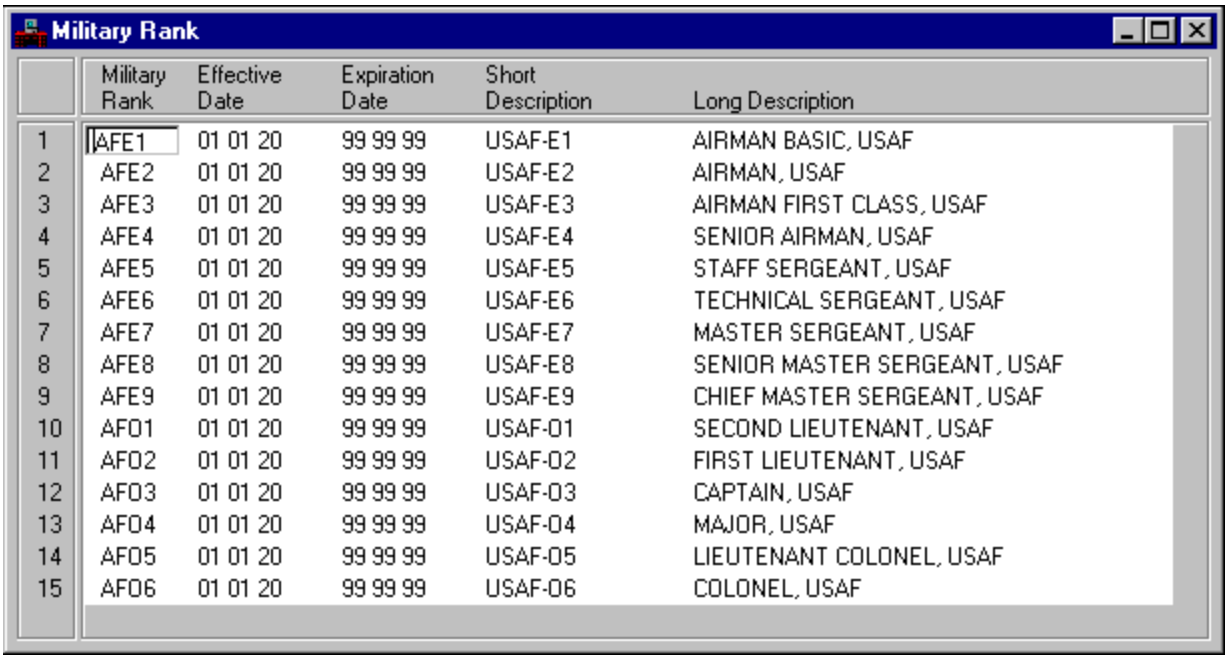
Field Name	Length	Definition
Military Branch	2	**Required.** Enter the military branch code you wish to add, change, or expire.
Effective Date	6	**Required.** Enter the date (*mm/dd/yy*) the entry becomes effective.
Expiration Date	6	Default is 99/99/99. Enter the last date the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the military branch code.
Long Description	30	Default is Short Description entry. Enter the new or changed long description of the military branch code.

Military Rank (MILR)

Purpose

The Military Rank (MILR) window defines the codes which identify the valid ranks applicants or employees hold or may have held while serving in the military.

MILR Coding Instructions



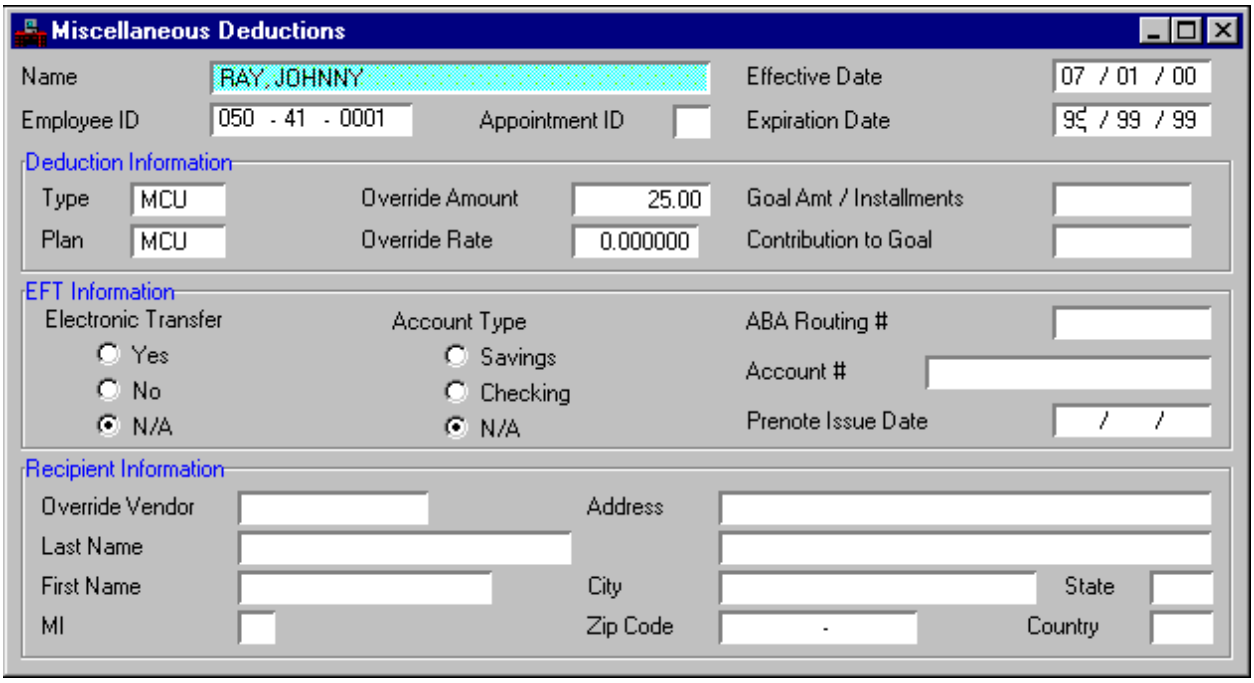
Field Name	Length	Definition
Military Rank	4	**Required.** Enter the military rank code you wish to change, add, or expire.
Effective Date	6	**Required.** Enter the date (*mm/dd/yy*) the entry becomes effective.
Expiration Date	6	Default is 99/99/99. Enter the last date the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the military rank code.
Long Description	30	Default is Short Description entry. Enter the new or changed long description of the military rank code.

Miscellaneous Deduction (MISC)

Purpose

The Miscellaneous Deduction (MISC) window is used to record and view information pertaining to the types of deductions available to the State of Missouri employees such as: non-state sponsored health, vision, and dental premiums, credit union deductions, charitable contributions, tax sheltered annuities, etc.

MISC Coding Instructions



Field Name	Length	Definition
Name	Display Only	The employee's full name (last name, first name, and middle initial) is displayed.
Employee ID	10	**Required.** Enter the employee's social security number.
Appointment ID	1	**Optional.** Enter the appointment ID if the employee holds more than one appointment, enter an asterisk (*) if this affects all the appointments.
Effective Date	6	**Required.** Enter the date the new or changed deduction takes effect.
Expiration Date	6	**Optional.** Enter the last date the deduction is in effect. This will default to ***99/99/99***.
Type	5	**Required.** Enter the appropriate code to specify the type of deduction being established. Refer to the Deduction Type (DEDT) window for valid values.

Plan	5	**Required.** Enter the code which denotes the deduction plan appropriate for the deduction type. Refer to the Deduction Plan (DPLN) window for valid values.
Override Amount	10	**Conditional.** Enter the dollar amount to be deducted from the employee's pay if the Deduction Plan (DPLN) window has the following information: **Employee Override Allowed** radio button is ***Required [R]***, the system does not identify a standard flat amount or rate, and **Override Deduction Rate** is blank. Optional if the **Employee Override Allowed** field on the Deduction Plan (DPLN) window is ***Yes [A]***. Not allowed if the **Employee Override Allowed** field on the Deduction Plan (DPLN) window is ***No [N]***. **Note:** The State of Missouri does not have any deductions that are both flat amount and a rate.
Override Rate	9	**Conditional.** Enter the rate to be deducted from the employee's pay if the Deduction Plan (DPLN) window has the following information: **Employee Override Allowed** is ***Required [R]***, it does not identify a standard flat amount or rate, and **Override Deduction Rate** is blank, and the **Override Deduction Amount** on this window is blank. Optional if the **Employee Override Allowed** field on the Deduction Plan (DPLN) window is ***Yes [A]***. Not allowed if the **Employee Override Allowed** field on the Deduction Plan (DPLN) window is ***No [N]***. **Note:** The State of Missouri does not have any deduction that are both a flat amount and a rate.
Goal Amt/Installments	10	**Conditional.** Enter the total dollar amount or the number of installments to be collected from the employee by this deduction if it is goal-oriented.
Contribution to Goal	10	**Conditional.** Enter the amount that the employee has already contributed toward the deduction goal if applicable.

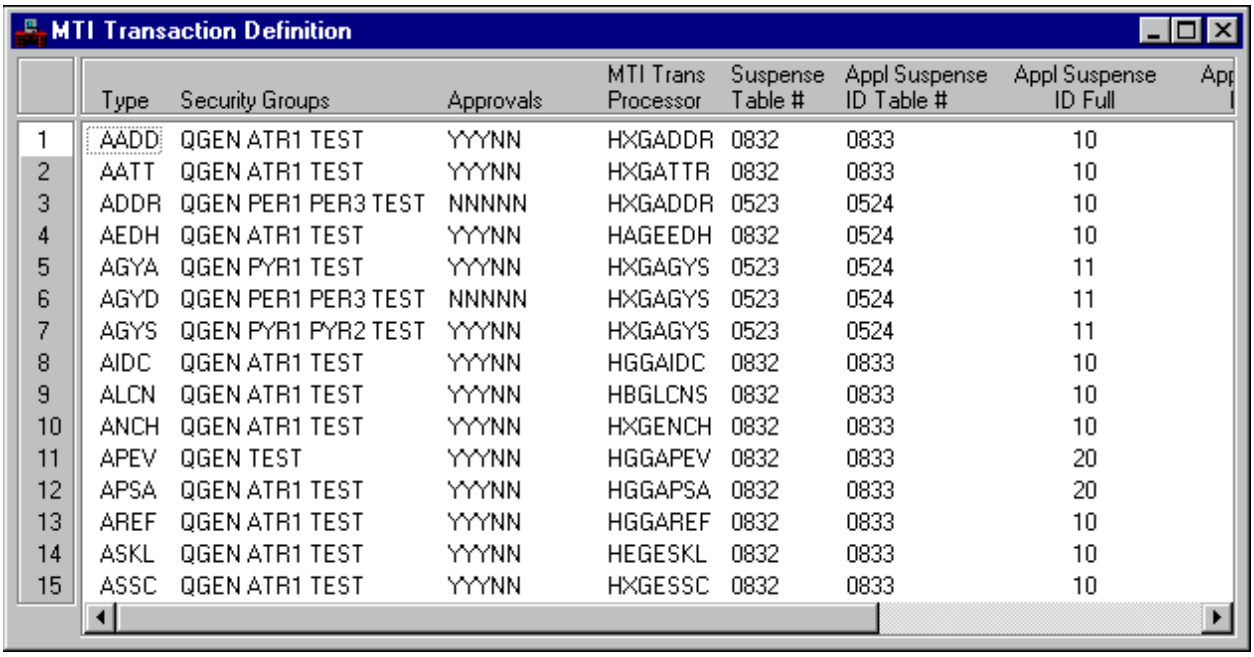
Electronic Transfer	Radio Buttons	The State of Missouri is not utilizing this option at the time. This should be ***N/A [blank]***.
Account Type	Radio Buttons	The State of Missouri is not utilizing the Electronic Transfer at this time. This should be ***N/A [blank]***.
ABA Routing #	9	The State of Missouri is not utilizing the Electronic Transfer at this time. This should be ***left blank***.
Account #	17	The State of Missouri is not utilizing the Electronic Transfer at this time. This should be ***left blank***.
Pre-note Issue Date	6	The State of Missouri is not utilizing the Electronic Transfer at this time. This should be ***left blank***.
Override Vendor	11	**Optional.** If overriding the vendor information that is specified on the Miscellaneous (MISC) window, enter the override vendor number. Refer to the Vendor Index (VEND) window for valid values.
Last Name	20	**Optional.** Enter the recipient's last name if the recipient is not the vendor listed in Override Vendor field.
First Name	15	**Conditional.** Enter the recipient's first name if the recipient's last name is entered.
MI	1	**Conditional.** Enter the recipient's middle initial if the recipients last name is entered.
Address	60	**Optional.** Enter the recipient's address if the recipient is not the vendor listed in the override vendor field.
City	19	**Conditional.** Enter the recipient's city if recipient's address is entered.
State	3	**Conditional.** Enter the recipient's state if address is entered. Refer to the State (ST) window for valid values.
Zip Code	9	**Conditional.** Enter the recipient's zip code if address is entered.
Country	3	**Conditional.** The State of Missouri default value is ***USA***.

MTI Transaction Definition (MTDF)

Purpose

Transaction security requires the use of the Master Transaction Definition (MTDF) window. This window contains fields for security groups and approvals and also lists logging information. ADVANTAGE HR is delivered with the Security Group fields on the Format Definition table preset to *NO*. This triggers the system to use the Master Transaction Definition table. Security processing for transactions is similar to security processing for documents. However, the primary differences are: Transaction Processing is invoked by the *NO* entry in the Security Group fields on the Format Definition table and is not affected by data in the Document Security field. Additional entries on the Format Definition table are not required; Required approvals are read from the Master Transaction Definition table instead of from the Format Definition table; and Entries are not required on the Next CRT table.

MTDF Coding Instructions



	Type	Security Groups	Approvals	MTI Trans Processor	Suspense Table #	Appl Suspense ID Table #	Appl Suspense ID Full	App
1	AADD	QGEN ATR1 TEST	YYYNN	HXGADDR	0832	0833	10	
2	AATT	QGEN ATR1 TEST	YYYNN	HXGATTR	0832	0833	10	
3	ADDR	QGEN PER1 PER3 TEST	NNNNN	HXGADDR	0523	0524	10	
4	AEDH	QGEN ATR1 TEST	YYYNN	HAGEEDH	0832	0524	10	
5	AGYA	QGEN PYR1 TEST	YYYNN	HXGAGYS	0523	0524	11	
6	AGYD	QGEN PER1 PER3 TEST	NNNNN	HXGAGYS	0523	0524	11	
7	AGYS	QGEN PYR1 PYR2 TEST	YYYNN	HXGAGYS	0523	0524	11	
8	AIDC	QGEN ATR1 TEST	YYYNN	HGGAIDC	0832	0833	10	
9	ALCN	QGEN ATR1 TEST	YYYNN	HBGLCNS	0832	0833	10	
10	ANCH	QGEN ATR1 TEST	YYYNN	HXGENCH	0832	0833	10	
11	APEV	QGEN TEST	YYYNN	HGGAPEV	0832	0833	20	
12	APSA	QGEN ATR1 TEST	YYYNN	HGGAPSA	0832	0833	20	
13	AREF	QGEN ATR1 TEST	YYYNN	HGGAREF	0832	0833	10	
14	ASKL	QGEN ATR1 TEST	YYYNN	HEGESKL	0832	0833	10	
15	ASSC	QGEN ATR1 TEST	YYYNN	HXGESSC	0832	0833	10	

Field Name	Length	Definition
Type	4	The MTI transaction type. It is usually the same as the four-character screen ID.

Security Groups	16	Defines up to four security groups which have access to this MTI transaction.
Approvals	5	The number of approvals required for a transaction of this type before it will be accepted.
MTI Trans Processor	8	The MTI Transaction Processor name.
Suspense Table #	4	The table number of the MTI Transaction Suspense File table.
Appl Suspense ID Table #	4	The table number of the MTI Transaction Alternate Index (MTAI) table.
Appl Suspense ID Full	2	The length of the TRANS-ID portion of the IOAREA. This portion of the screen header is stored in the MTI-TRANS-APPLIC-ID field of the MTSF record and is used to support the MTAI index.
Appl Suspense ID Match	2	The length to be used in suspense file scans initiated to detect and report suspended transactions for data being viewed or updated by the user. Defaults to the Full Application Transaction ID size.
Appl Suspense ID Browse	2	The length to be used in suspense file scans initiated by the Scan Suspense (SS) action. Defaults to the Matchkey size.
Logging Table #	4	The table number for database logging. If a table number is entered, the MTC will automatically write a before and after image of each update to this table number.

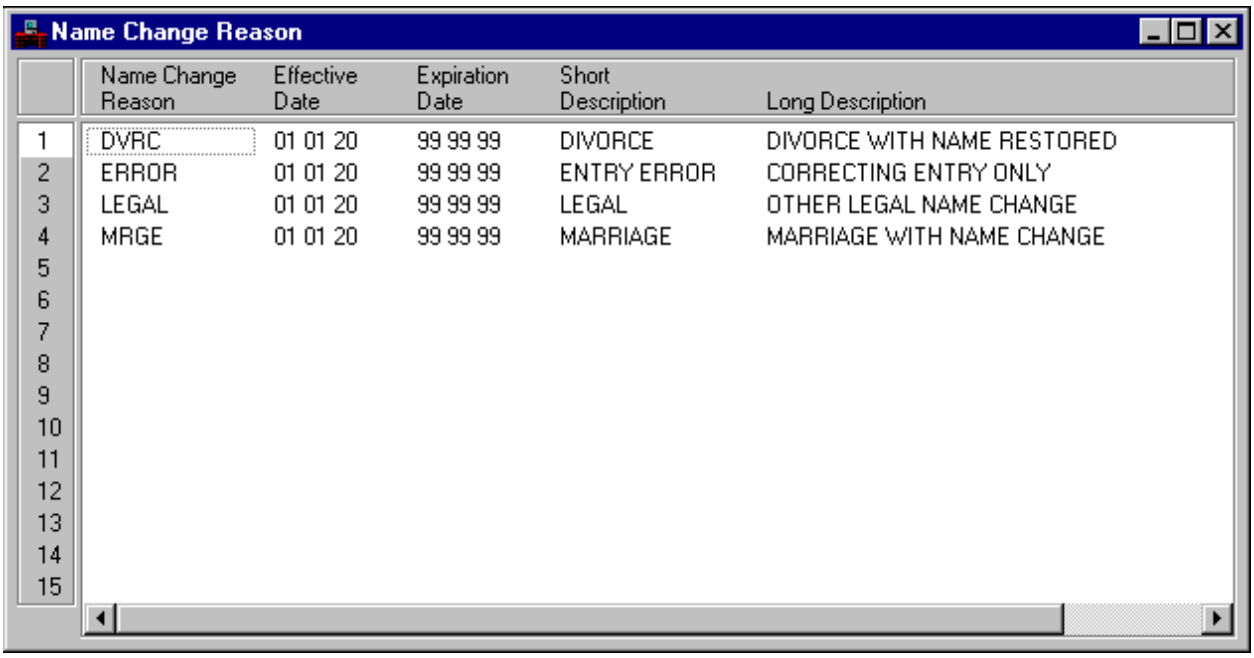
N

Name Change Reason (NMCR)

Purpose

The Name Change Reason (NMCR) window defines the codes which describe the different reasons an employee or applicant might have changed their name (i.e. marriage, divorce, etc.).

NMCR Coding Instructions



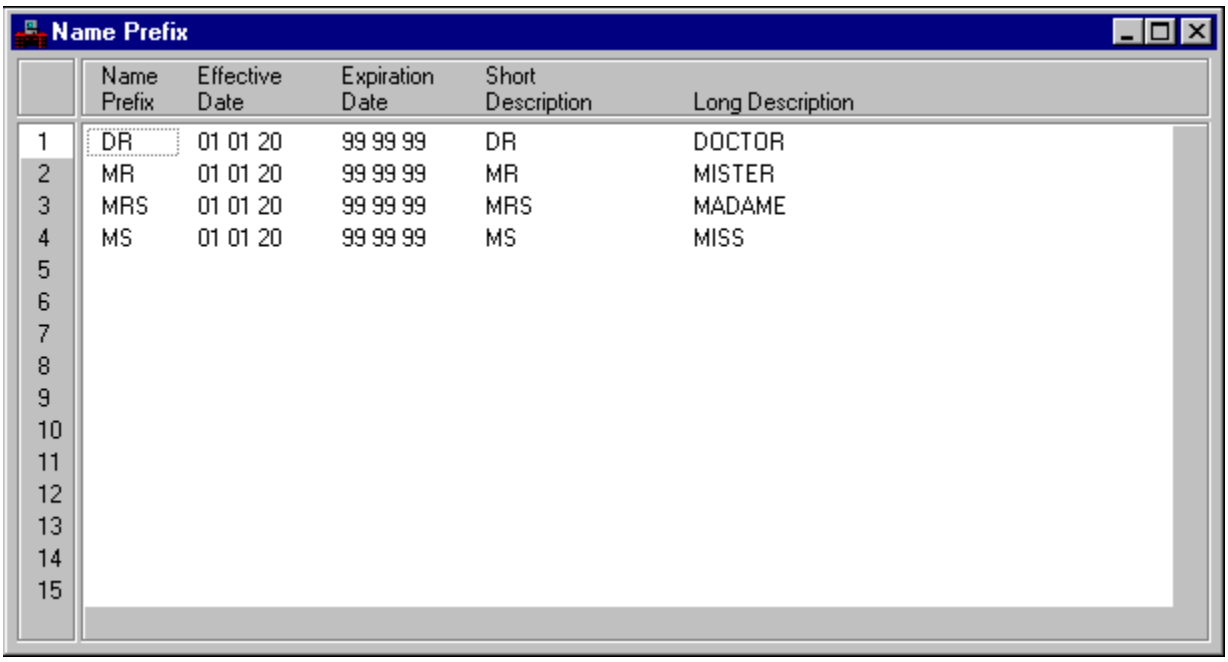
Field Name	Length	Definition
Name Change Reason	5	**Required.** Enter the name change reason code you are adding, changing, or expiring.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	Default is *99/99/99*. Enter the last date the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the change code.
Long Description	30	Default is Short Description. Enter the new or changed long description of the change code.

Name Prefix (PREX)

Purpose

The Name Prefix (PREX) window defines possible name prefixes of employees and applicants (i.e., Mr., Mrs., etc.).

PREX Coding Instructions



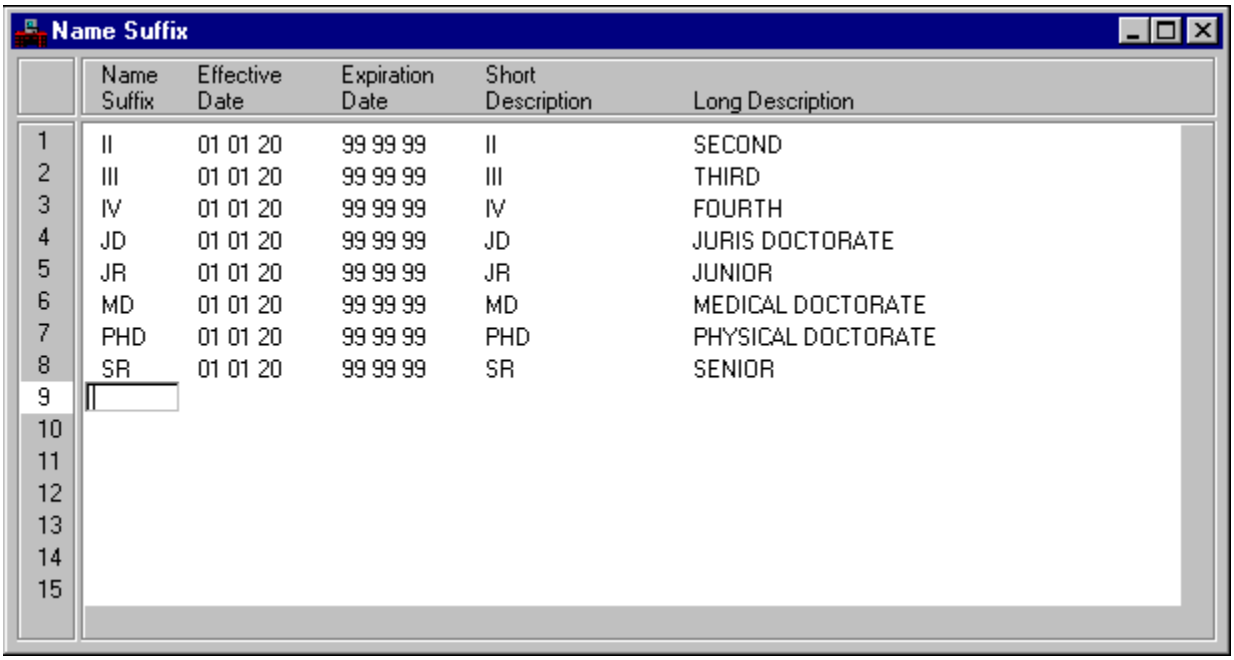
Field Name	Length	Definition
Name Prefix	5	**Required.** Enter the name prefix code.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	Default is *99/99/99*. Enter the last date the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the prefix code.
Long Description	30	Default is Short Description. Enter the new or changed long description of the prefix code.

Name Suffix (SUFX)

Purpose

The Name Suffix (SUFX) window defines possible name suffixes for employees and applicants (i.e., Jr., Sr., etc.).

SUFX Coding Instructions



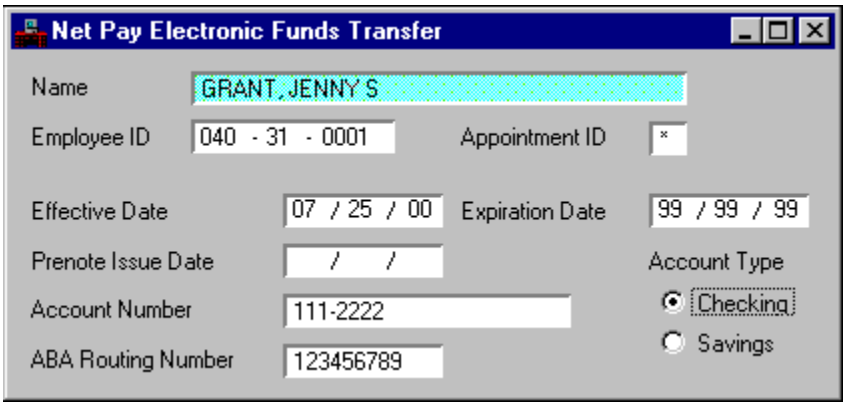
Field Name	Length	Definition
Name Suffix	5	**Required.** Enter the name suffix code.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	Default is *99/99/99*. Enter the last date the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the suffix code.
Long Description	30	Default is Short Description. Enter the new or changed long description of the suffix code.

Net Pay Electronic Funds Transfer (EFT)

Purpose

The Net Pay Electronic Funds Transfer (EFT) window initiates or terminates automatic direct deposit of an eligible employee's paycheck into a checking or savings account.

EFT Coding Instructions



Field Name	Length	Definition
Name	Display Only	The employee's full name (last name, first name, and middle initial) is displayed.
Employee ID	10	**Required.** Enter the employee's social security number.
Appointment ID	1	**Optional.** If an employee holds more than one appointment, enter the appropriate appointment identification number to indicate which appointment is affected. Leave blank to indicate the employee's primary appointment. An asterisk (*) indicates all appointment identification numbers.
Effective Date	6	**Required.** Enter the date the EFT authorization is in effect.
Expiration Date	6	**Optional.** Enter the last date the information is in effect. Default is *99/99/99*.
Prenote Issue Date	6	**Conditional.** If **Set Prenote Date** on the Site Specific Parameters (SPAR) window is set to ***N***, this field must be left blank. If left blank, the system generates a prenotification date when the first prenote advice for net pay is sent. If **Set Prenote Date** on the Site Specific Parameters (SPAR) window is set to ***Y***, then this field can be entered. The system either continues to generate prenote advice or produces a direct deposit depending on the **Numeric Entry** on the Site Specific Parameters (SPAR) window for **EFT Approval Days**. See Site

		Specific Parameters (SPAR) window coding instructions for more information on this option.
Account Number	17	**Required.** Enter the employee's bank account number.
ABA Routing Number	9	**Required.** Enter the financial institution's ABA routing number that accepts this electronic transfer.
Account Type	Radio Buttons	**Required.** Select a value to indicate whether the account type is savings or checking. Valid values are: • ***Checking*** • ***Savings***

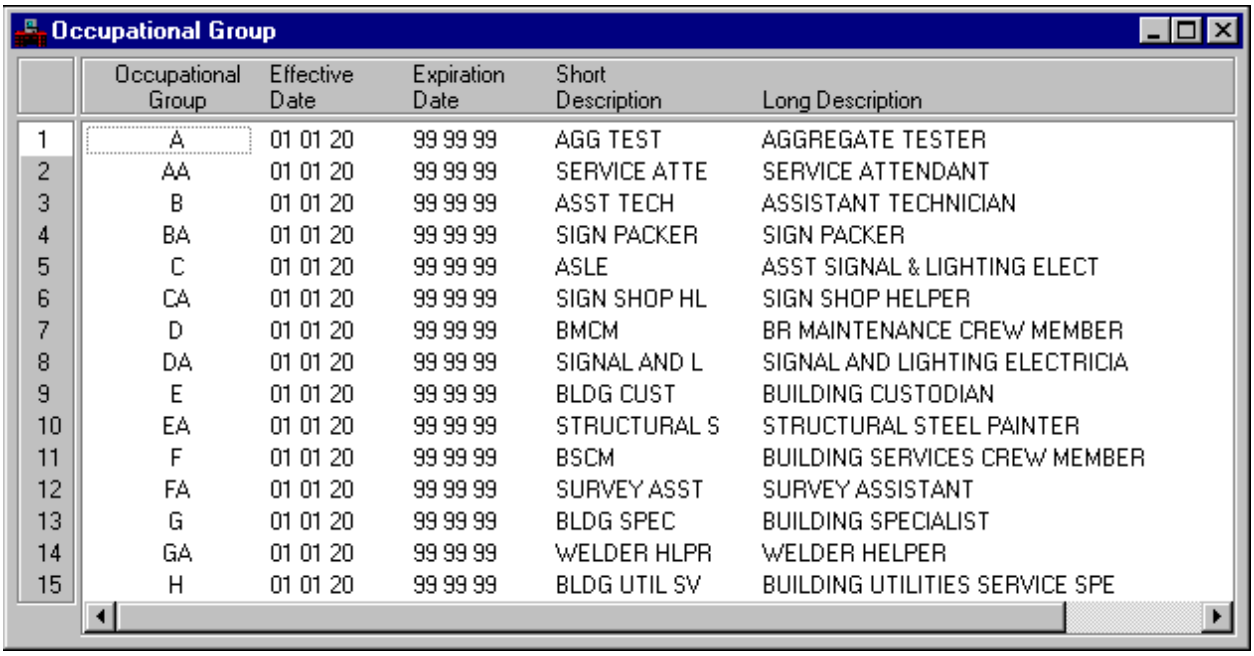
O

Occupational Group (OCCG)

Purpose

The Occupational Group (OCCG) window defines the codes which identify any groups of similar employees that would be grouped together. For example, clerks, secretaries, and receptionists could be grouped as Administration.

OCCG Coding Instructions



	Occupational Group	Effective Date	Expiration Date	Short Description	Long Description
1	A	01 01 20	99 99 99	AGG TEST	AGGREGATE TESTER
2	AA	01 01 20	99 99 99	SERVICE ATTE	SERVICE ATTENDANT
3	B	01 01 20	99 99 99	ASST TECH	ASSISTANT TECHNICIAN
4	BA	01 01 20	99 99 99	SIGN PACKER	SIGN PACKER
5	C	01 01 20	99 99 99	ASLE	ASST SIGNAL & LIGHTING ELECT
6	CA	01 01 20	99 99 99	SIGN SHOP HL	SIGN SHOP HELPER
7	D	01 01 20	99 99 99	BMCM	BR MAINTENANCE CREW MEMBER
8	DA	01 01 20	99 99 99	SIGNAL AND L	SIGNAL AND LIGHTING ELECTRICIA
9	E	01 01 20	99 99 99	BLDG CUST	BUILDING CUSTODIAN
10	EA	01 01 20	99 99 99	STRUCTURAL S	STRUCTURAL STEEL PAINTER
11	F	01 01 20	99 99 99	BSCM	BUILDING SERVICES CREW MEMBER
12	FA	01 01 20	99 99 99	SURVEY ASST	SURVEY ASSISTANT
13	G	01 01 20	99 99 99	BLDG SPEC	BUILDING SPECIALIST
14	GA	01 01 20	99 99 99	WELDER HLPR	WELDER HELPER
15	H	01 01 20	99 99 99	BLDG UTIL SV	BUILDING UTILITIES SERVICE SPE

Field Name	Length	Definition
Occupational Group	2	**Required**. Enter the occupational group code you wish to change, add, or expire.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	Default is 99/99/99. Enter the last date the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the occupational group code.
Long Description	30	Default is Short Description. Enter the new or changed long description of the occupational group code.

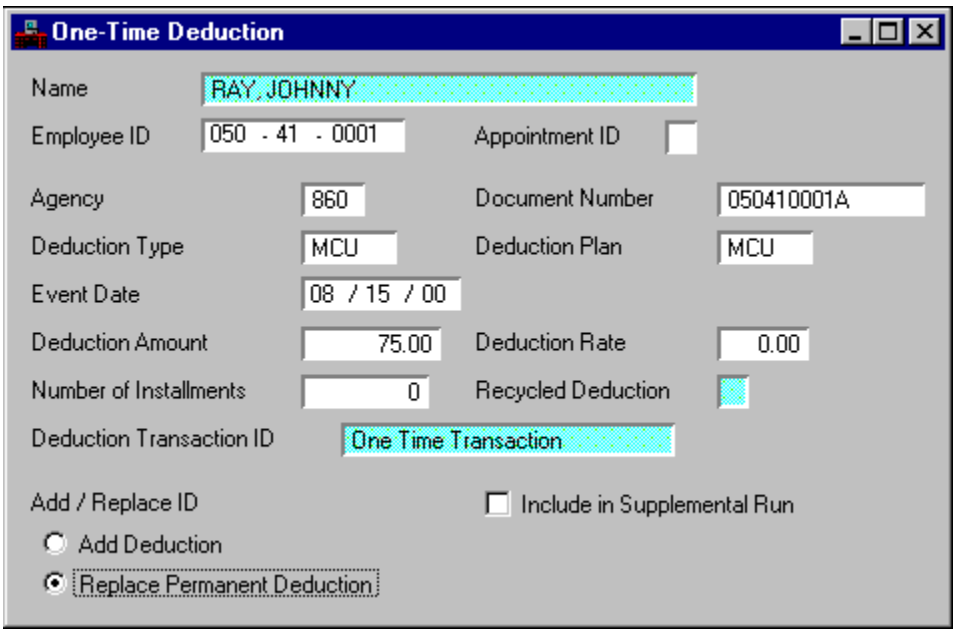
One-Time Deduction (1DED)

Purpose

The One-Time Deduction (1DED) window is used to generate special "one-time" only deductions. Unlike permanent deductions which are taken from an employee's pay check every pay period, one-time deductions are taken from the employee's pay only once. One-time deductions can be positive or negative: a positive one-time deduction reduces an

employee's pay and a negative one-time deduction increases an employee's pay. The **One-Time Deduction Allowed** field on the Deduction Plan (DPLN) window determines if a one-time deduction can be taken for the deduction type and plan specified.

1DED Coding Instructions



Field Name	Length	Definition
Name	Display Only	The employee's full name (last name, first name, and middle initial) is displayed.
Employee ID	10	**Required.** Enter the employee's social security number.
Appointment ID	1	**Optional.** Enter the appointment ID if the employee holds more than one appointment. Enter an asterisk (*) if this deduction affects all the employee's appointments.
Agency	3	**Required.** Enter the agency code for the agency preparing this transaction. Refer to the Agency Index (AGCY) window for valid values.
Document Number	12	**Required.** Enter a number used to identify this transaction.

Deduction Type	5	**Required.** Enter the code for the type of deduction being taken. Refer to the Deduction Type (DEDT) window for valid values.
Deduction Plan	5	**Required.** Enter a deduction plan code that corresponds to the deduction type code selected. Refer to the Deduction Plan (DPLN) window for valid values.
Event Date	6	**Required.** Enter the date on which the one-time deduction should take effect.
Deduction Amount	10	**Conditional.** Required if **Deduction Rate** is blank. Enter the dollar amount of the one-time deduction. If the deduction is negative, place a minus sign (-) in the first character of the field. **Note:** The deduction can be both an amount and a rate.
Deduction Rate	6	**Conditional.** Required if **Deduction Amount** is blank. If the one-time deduction is a percentage of gross pay then enter the percentage. **Note:** The deduction can be both an amount and a rate. If it is both an amount and a rate the two are added together to get the appropriate deduction amount.
Number of Installments	9	**Optional.** If the total deduction is taken in installments, enter the number of installments. For example, a $200 savings bond deduction can be taken in eight installments.
Recycled Deduction	Display Only	This field indicates whether a one-time deduction was recycled.
Deduction Transaction ID	Display Only	This field displays the transaction identification number associated with the one-time deduction.
Add/Replace ID	Radio Buttons	**Required.** Select one of the following values: • ***Add Deduction*** ○ Adds the one-time deduction to the permanent pay period deduction.

- ***Replace Permanent Deduction***
    - Replaces the one-time deduction for the permanent pay period deduction.

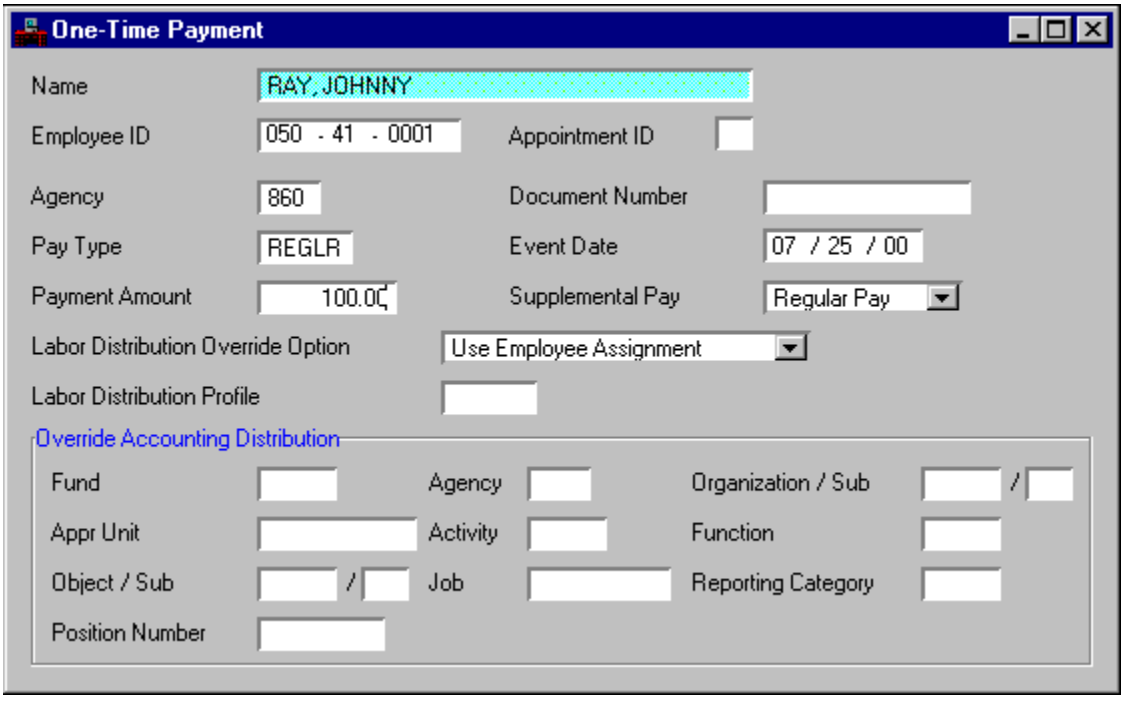
Include in Supplemental Run	Checkbox	**Required.** Place a check in the box if the one-time deduction is taken in a supplemental pay cycle. Otherwise, leave this box blank if the one-time deduction is taken in the next regular pay cycle.

One-Time Payment (1PAY)

Purpose

The One-Time Payment (1PAY) window is used to make special "one-time" only payments to an employee. Unlike permanent pay, one-time payments affect the employee's pay only once. One-time payments can be negative or positive: positive payments increase the employee's pay; whereas, negative payments decrease the employee's pay. Payments issued through this window remain on the pending payment database until gross-to-net is run.

1PAY Coding Instructions



Field Name	Length	Definition
Name	Display Only	The employee's full name (last name, first name, and middle initial) is displayed.
Employee ID	10	**Required.** Enter the employee's social security number.
Appointment ID	1	**Optional.** If an employee holds more than one appointment, enter the appointment identification number to indicate which appointment is affected. Leave blank to indicate the employee's primary appointment. An asterisk (*) indicates all appointment identification numbers.
Agency	3	**Required.** Enter the agency code for the agency preparing this transaction. Refer to the Agency Index (AGCY) window for valid values.
Document Number	12	**Required.** Enter a number used to identify this transaction.
Pay Type	5	**Required.** Enter the event code of the one-time payment. Refer to the Event Type (EVNT) window for valid values. Only pay events with input defined in dollars are valid.
Event Date	6	**Required.** Enter the date on which the one-time payment is to be effective.
Payment Amount	10	**Required.** Enter the dollar amount of the payment. If the amount is negative, enter a minus sign (-) in the first character of the field.
Supplemental Pay	1	**Optional.** Select a value to indicate how the one-time payment is to be paid in a supplemental pay cycle. Valid values are: • ***Regular Pay [blank]*** • ***Replacement [R]*** • ***By Pay Type [P]*** • ***Retroactive [T]***

Labor Distribution Override Option	1	**Conditional.** Required if the one-time payment is to be charged to an organization different from the accounting distribution assigned to the employee on the Agency Specific and Accounting Data (AGYS) window. Enter the override option. Valid values are:
		• ***Use Employee Assignment [blank]***
		  ○ Do not override the default labor distribution attributes.
		• ***Use Entered Accounting Values [A]***
		  ○ Use the following override accounting attributes.
		• ***Use Entered Profile [P]***
		  ○ Use an override labor distribution profile.
		• ***Use Position Assignment [C]***
		  ○ Use the accounting attributes assigned to the employee's position.

Labor Distribution Profile	5	**Conditional.** Required if the **Labor Distribution Override Option** indicates the labor distribution profile is to be used, otherwise leave blank. Enter the override labor distribution profile code. Refer to the Labor Distribution Profile (LDPR) window for valid values.
Fund	4	**Conditional.** Required if **Labor Distribution Override Option** indicates that the accounting value is to be used, otherwise leave blank. Enter the override fund code. Refer to the Fund Index (FUND) window for valid values. If Fund is required, but left blank and agency and organization are filled in, then Fund defaults to the value specified on the **Fund** field on Organization (ORG2). **Note: If the Fund chosen has an Expense Budget Control Option value of *N* (none), no expense budget entry is required on Expense Budget Inquiry (EXP2) for the accounting attributes that follow. If it is set to *P* (Presence) or *C* (full) an**

		Expense Budget entry must exist for the accounting distribution that is entered.
Agency	3	**Conditional.** Optional if **Labor Distribution Override Option** is ***Use Entered Accounting Values [A]***; otherwise, leave blank. Enter the override agency value. Agency must be valid with the entered fund. Refer to the Fund Agency Index (FAGY) window for valid fund and agency combinations.
Organization	4	**Conditional.** Leave blank if **Labor Distribution Override Option** is any value other than ***Use Entered Accounting Values [A]***. If distribution is ***Use Entered Accounting Values [A]***, the settings displayed on the Fund Agency Index (FAGY) window indicates whether organization is required or optional. The organization option for **Exp Budget** on the Fund Agency Index (FAGY) window indicates if organization is required (value of ***Y*** or ***A***) or optional (value of ***N***). Enter the override organization codes. Refer to the Organization Index (ORGN) window for valid values.
Sub-Organization	2	**Conditional.** Optional if Organization is entered. Enter a valid sub-organization code. Refer to the Sub-Organization (SORG) window for valid values.
Appr Unit	9	**Conditional.** Required when **Labor Distribution Override Option** is ***Use Entered Accounting Values [A]***; otherwise, leave blank. Enter the appropriation unit code representing the dollar amount designate, by law, for a specific purpose. Refer to the Appropriation Index (APPR) window for valid values.
Activity	4	**Conditional.** Leave blank if **Labor Distribution Override Option** is any value other than ***Use Entered Accounting Values [A]***. If distribution is ***Use Entered Accounting Values [A]*** the settings displayed on the Fund Agency Index (FAGY) window indicates whether Activity is required or optional. The activity option for **Exp Budget** on the Fund Agency Index (FAGY) window indicates if Activity is required (value of ***Y*** or ***A***) or optional (value of ***N***).

		Enter the Activity code used for a further breakdown of financial activity. Refer to the Activity Index (ACTV) window for valid values.
Function	4	**Conditional.** The settings displayed on the Fund Agency Index (FAGY) window indicates whether Function is required or optional. The Function option for **Exp Budget** on the Fund Agency Index (FAGY) window indicates if Function is required (value of ***Y*** or ***A***) or optional (value of ***N***). Enter the Function code representing the budget for a group-related activity that is aimed at accomplishing a major service or regulatory responsibility. Refer to the Function (FUNC) window for valid values.
Object	4	**Conditional.** Optional if **Labor Distribution Override Option** is ***Use Entered Accounting Values [A]***; otherwise, leave blank. Enter the object code corresponding to the object of expense provided by the position. Refer to the Object Index (OBJT) window for valid values.
Sub-Object	2	**Conditional.** Optional if **Labor Distribution Override Option** is ***Use Entered Accounting Values [A]*** and an object code is entered; otherwise, leave blank. Enter the sub-object if a further breakdown of object is employed. Refer to the Sub-Object (SOBJ) window for valid values.
Job	8	**Conditional.** Optional if **Labor Distribution Override Option** is ***Use Entered Accounting Values [A]***; otherwise, leave blank. Enter the job number used to track specific costs associated with particular projects or jobs. Refer to the Job Index (JOBT) window for valid values.
Reporting Category	4	**Conditional.** Optional if **Labor Distribution Override Option** is ***Use Entered Accounting Values [A]***; otherwise, leave blank. Enter the reporting category for the event. Refer to the Reporting Category (RPTG) window for valid values.

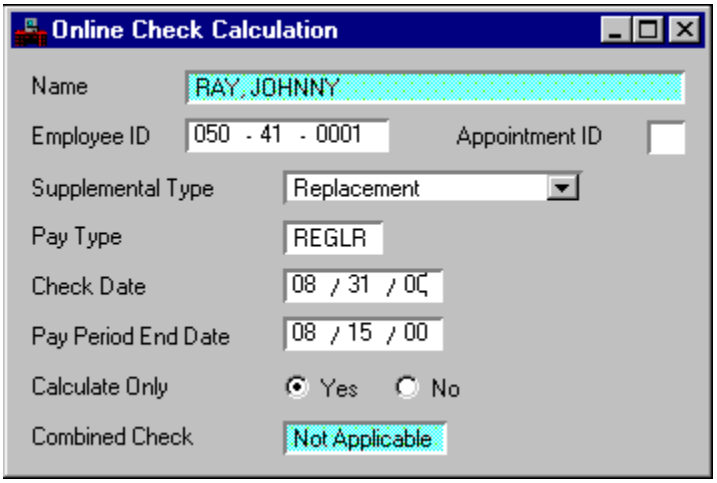
Position Number 7	**Conditional.** Optional for Missouri, otherwise leave blank. Enter the override position number. Refer to the Position Status Inquiry (QPST) window for valid values.

Online Check Calculation (OCHC)

Purpose

The Online Check Calculation (OCHC) window is used to perform the supplemental pay processing necessary to produce a check for an employee. The check which is produced can be viewed on the Online Check Approval/Print (OCHP) window. If the update that produces the check is approved, the system automatically displays the Online Check Approval/Print (OCHP) window. If the database should not be updated, but the check that would be produced after supplemental pay processing updates needs to be viewed, **Calculate Only** should be set to ***Yes.*** If satisfied after viewing the check, leaf back to this window, set **Calculate Only** to ***No***, and reprocess. A check is produced and the database is updated. To create a valid check from the information displayed, update the Online Check Approval/Print (OCHP) window with an appropriate selection option, a permanent check number and a valid bank account number.

OCHC Coding Instructions



Field Name	Length	Definition
Name	Display Only	The employee's full name (last name, first name, and middle initial) is displayed.

Employee ID	10	**Required.** Enter the social security number of the employee for whom supplemental pay processing is to be performed.
Appointment ID	1	**Optional.** If an employee holds more than one appointment, enter the appropriate appointment identification number to indicate which appointment is affected. Leave blank to indicate the employee's primary appointment. An asterisk (*) indicates all appointment identification numbers.
Supplemental Type	1	**Required.** Enter a code to indicate the supplemental pay processing type. Valid values are: • ***Replacement*** • ***By Pay Type*** • ***Multiple Payments*** • ***Retroactive*** • ***Advance Processing*** • ***No Pay Calc Processing***
Pay Type	5	**Conditional.** Required if **Supplemental Type** is ***By Pay Type***; otherwise, leave blank. Enter a pay event code. Refer to the Event Type (EVNT) window for valid values as of the current date.
Check Date	6	**Conditional.** Required if **Supplemental Type** is ***Replacement, By Pay Type, Retroactive, Advance Processing***, or ***Multiple Payments***. Enter a valid date. If **Supplemental Type** is ***No Pay Calc Processing***, leave this field blank.
Pay Period End Date	6	**Conditional.** Required if **Supplemental Type** is ***Advance Processing*** or ***Replacement***; otherwise, leave blank. Enter the end date of the pay period for which a check is to be calculated.
Calculate Only	Radio Buttons	**Required.** Select ***Yes*** to view the produced check without updating check data in the database. Select ***No*** to actually produce an online check.

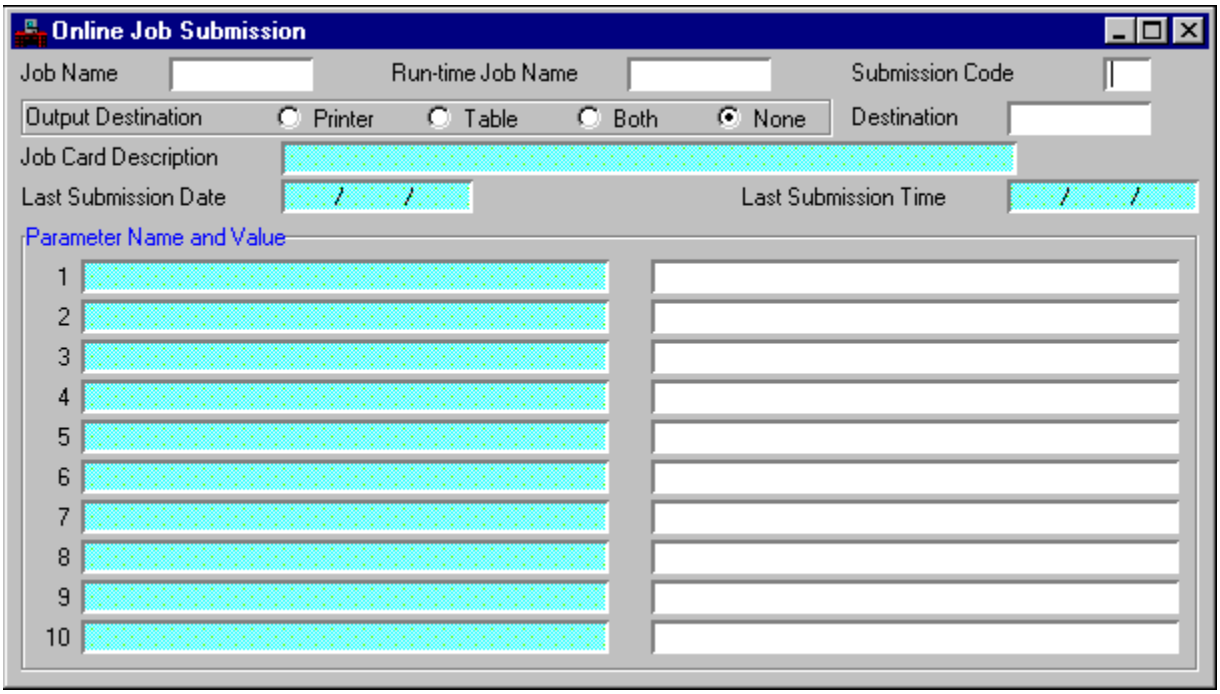
Combined Check	Display Only	If this field is selected, the employee receives a combined check. If this field is cleared, the employee receives separate checks for each appointment.

Online Job Submission (JSUB)

Purpose

The Online Job Submission (JSUB) window is used to submit jobs online. Jobs are defined down to the User ID or Level 1 Security code.

JSUB Coding Instructions



Field Name	Length	Definition
Job Name	8	**Required.** Enter the name of the job or program to be executed. Valid values are located on the Job Description (JDES) window.
Run-time Job Name	8	**Optional.** Enter the Run-time Job Name if different from entry in Job Name field.

Submission Code	2	**Required.** Enter the two-character, alphanumeric job submission code. This identifies the jobcards available for each user. When submitting jobs, the user has to specify the submission code to determine when the job is to be processed. Valid values are located on the Job Control (JCON) or Job Card Description (JCND) windows.
Output Destination	Radio Button	**Required.** Select the output destination for the job. Valid values are: ***Printer, Table, Both*** and ***None***.
Destination	8	**Conditional.** Optional if Output destination is Printer or Both. Enter the printer identification code as defined by your System Administrator.
Job Card Description	Display Only	Displays the subcode description of the job.
Last Submission Date	Display Only	Displays the date of the last online job submission.
Last Submission Time	Display Only	Displays the time of the last online job submission.
Parameter Name and Value (10x2)	Display Only	Displays the name of the online job submission parameters. **Optional**. Enter the values of the job parameters if your job accepts parameters from this window. See your System Administrator before changing or adding any parameter values to this job.

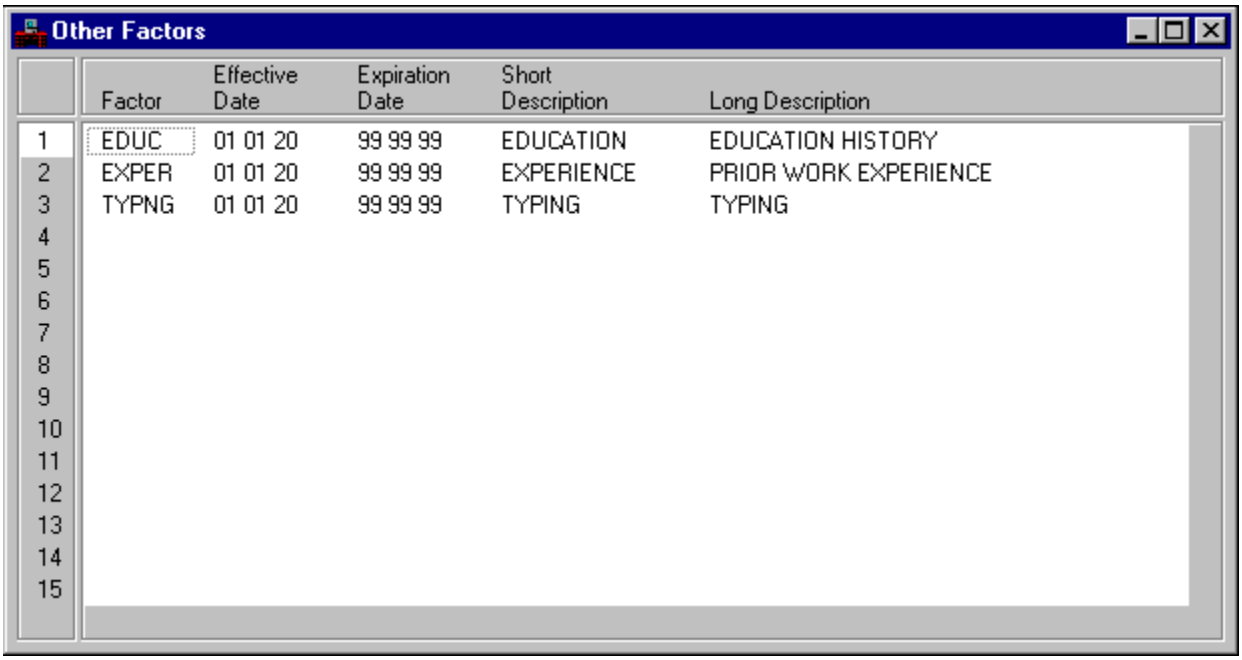
Other Factors (FACT)

Purpose

The Other Factors (FACT) window is used to define codes describing any factors considered in the recruiting process which relate to applicants, but are not included in any

other category. For example, if an applicant is fluent in a foreign language, this should be entered on this window.

FACT Coding Instructions



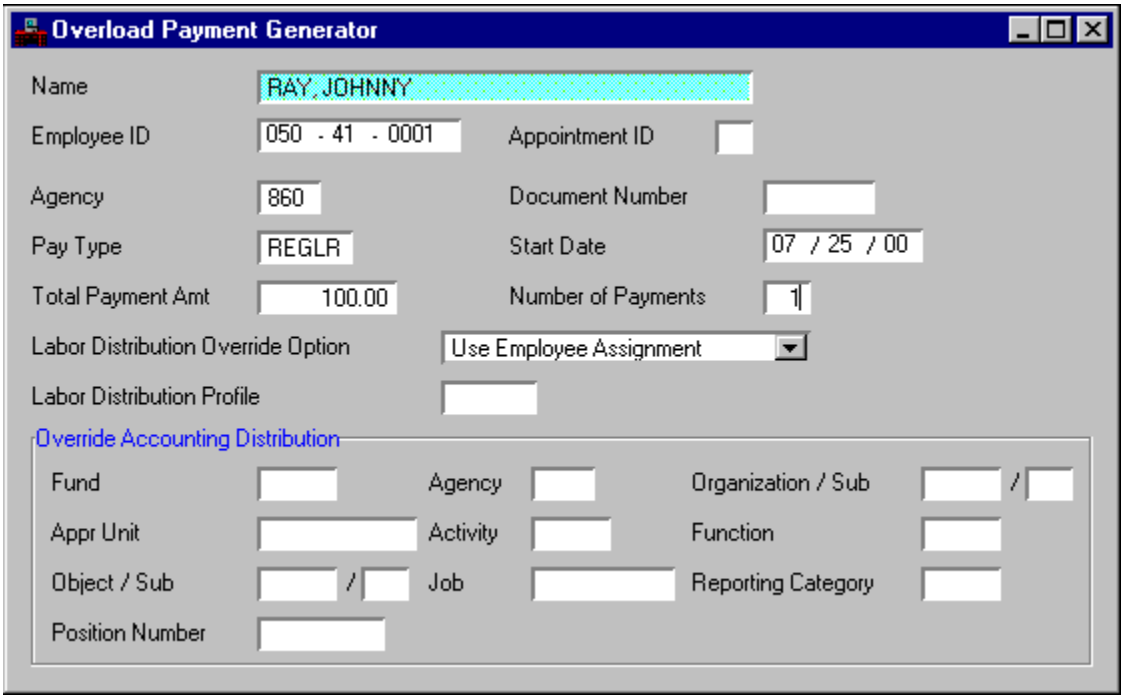
Field Name	Length	Definition
Factor	5	**Required.** Enter the factor code you are adding, changing, or expiring.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	Default is **99/99/99.** Enter the last date the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the factor code.
Long Description	30	Default is Short Description. Enter the new or changed long description of the factor code.

Overload Payment Generator (OPAY)

Purpose

The Overload Payment Generator (OPAY) window provides an “easy to use” facility to take a single calculated payment, and divide it over multiple payroll periods. Each Overload Payment Generator transaction contains the total overload payment amount and the number of pay periods over which it is spread. This window generates multiple Pending Payment (PEND) records to be dispersed over the number of pay periods specified. This window is a modified version of the One-Time Payment (1PAY) window.

OPAY Coding Instructions



Field Name	Length	Definition
Name	Display Only	The employee’s full name (last name, first name, and middle initial) is displayed.
Employee ID	10	**Required.** Enter the employee’s social security number that is receiving the overload payment.
Appointment ID	1	**Required.** If an employee holds more than one appointment, enter the appropriate appointment identification number to indicate which appointment is affected. Leave blank to indicate the employee’s primary appointment. An asterisk (*) indicates all appointment identification numbers of the employee receiving the overload payment.

Agency	3	**Required.** Enter the agency code of the agency submitting the transaction.
Document Number	6	**Required.** Enter the first six characters of a number used to identify the overload payments. The last set of characters is system generated in the following format: -XX-YY where XX is the current payment (e.g., 01 of 03, 02 of 03, 03 of 03) and YY is the total number of overload payments.
Pay Type	5	**Required.** Enter the pay type code for the overload payment. Refer to the Event Type (EVNT) window for valid values.
Start Date	6	**Required.** Enter the date the overload payment begins. This date must be greater than or equal to the current date.
Total Payment Amt	10	**Required.** Enter the total payment amount of the overload payment. This value must be greater than zero.
Number of Payments	2	**Required.** Enter the number of payments over which the overload amount is to be distributed. This value cannot be greater than the value entered in the **Numeric Value for OPAY Maximum Divisor** on the Site Specific Parameters (SPAR) window.

Labor Distribution Override Option	1	**Optional.** Select the labor distribution override option. Valid values are:
		• ***Use Employee Assignment [blank]***
		  ○ Do not override the default labor distribution attributes.
		• ***Use Entered Accounting Values [A]***
		  ○ Use the following override accounting attributes.
		• ***Use Entered Profile [P]***
		  ○ Use an override labor distribution profile.
		• ***Use Position Assignment [C]***
		  ○ Use the accounting attributes assigned to the employee's position.

Labor Distribution Profile	5	**Conditional.** Required if **Labor Distribution Override Option** is ***Use Entered Profile [P]***; otherwise, leave blank. Enter the labor distribution profile value. Refer to the Labor Distribution Profile (LDPR) window for valid values.
Fund	4	**Conditional.** Required if **Labor Distribution Override Option** is ***Use Entered Profile [P]***; otherwise, leave blank. Enter the override fund. Refer to the Fund Index (FUND) window for valid values. If Fund is required, but left blank and agency and organization are filled in, then Fund defaults to the value specified in the **Fund** field on Organization (ORG2). **Note:** If the Fund chosen has an **Expense Budget Control Option** value of ***N*** (none), no expense budget entry is required on Expense Budget Inquiry (EXP2) for the accounting attributes that follow. If it is set to ***P*** (Presence) or ***C*** (full) an **Expense Budget** entry must exist for the accounting distribution that is entered.
Agency	3	**Conditional.** Required if **Labor Distribution Override Option** is ***Use Entered Accounting Values [A]***; otherwise, leave blank. Enter the override agency value. Agency must be valid with the entered fund. Refer to the Fund Agency Index (FAGY) window for valid fund and agency combinations.
Organization	4	**Conditional.** Leave blank if **Labor Distribution Override Option** is any value other than ***Use Entered Accounting Values [A]***. If distribution is ***Use Entered Accounting Values [A]***, the settings displayed on Fund Agency Index (FAGY) indicate whether organization is required or optional. The organization option for Exp Budget on Fund Agency Index (FAGY) indicates if organization is required (value of ***Y*** or ***A***) or optional (value of ***N***). Enter the override organization values. Refer to the Organization Index (ORGN) window for valid values.
Sub-Organization	2	**Conditional.** The Sub-Organization is optional if Organization is entered. Enter a sub-organization. Refer to the Sub-Organization (SORG) window for valid values.

Appr Unit	4	**Conditional.** Required when **Labor Distribution Override Option** is ***Use Entered Accounting Values [A]***; otherwise, leave blank. Enter the override appropriation unit code representing the dollar amount designated, by law, for a specific purpose. Refer to the Appropriation Index (APPR) window for valid values.
Activity	4	**Conditional.** Leave blank if **Labor Distribution Override Option** is any value other than ***Use Entered Accounting Values [A]***. If distribution is ***Use Entered Accounting Values [A]*** the settings displayed on Fund Agency Index (FAGY) indicate whether activity is required or optional. The activity option for Exp Budget on Fund Agency Index (FAGY) indicates if activity is required (value of ***Y*** or ***A***) or optional (value of ***N***). Enter the Activity Code used for a further breakdown of financial activity. Refer to the Activity Index (ACTV) window for valid values.
Function	4	**Conditional.** Leave blank if **Labor Distribution Override Option** is any value other than ***Use Entered Accounting Values [A]***. If distribution is ***Use Entered Accounting Values [A]*** the settings displayed on Fund Agency Index (FAGY) indicates whether function is required or optional. The function option for **Exp Budget** on Fund Agency Index (FAGY) indicates if function is required (value of ***Y*** or ***A***) or optional (value of ***N***). Enter the function code representing the budget for a group-related activity that is aimed at accomplishing a major service or regulatory responsibility. Refer to the Function (FUNC) window for valid values.
Object	4	**Conditional.** Optional if **Labor Distribution Override Option** is ***Use Entered Accounting Values [A]***; otherwise, leave blank. Enter the object code corresponding to the object of expense provided by the position. Refer to the Object Index (OBJT) window for valid values.
Sub-Object	2	**Conditional.** Optional if **Labor Distribution Override Option** is ***Use Entered Accounting Values [A]*** and an object

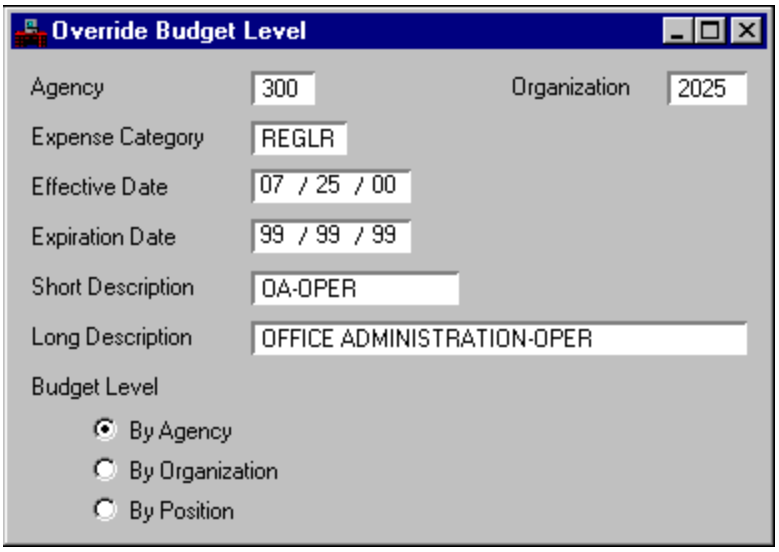
		code is entered; otherwise, leave blank. Enter the sub-object if a further breakdown of object is employed. Refer to the Sub-Object (SOBJ) window for valid values.
Job	8	**Conditional.** Optional if **Labor Distribution Override Option** is ***Use Entered Accounting Values [A]***; otherwise, leave blank. Enter the job code used to track specific costs associated with particular projects or jobs. Refer to the Job Index (JOBT) window for valid values.
Reporting Category	4	**Conditional.** Optional if **Labor Distribution Override Option** is ***Use Entered Accounting Values [A]***; otherwise, leave blank. Enter the reporting category into which the position falls. Refer to the Reporting Category (RPTG) window for valid values.
Position Number	7	**Conditional.** Optional if **Labor Distribution Override Option** is ***Use Entered Accounting Values [A]***. Enter the position number code. Refer to the Position Status Inquiry (QPST) window for valid values.

Override Budget Level (PEX2)

Purpose

The Override Budget Level (PEX2) window defines whether or not an expense category can be overridden, and on what level it can be overridden.

PEX2 Coding Instructions



Field Name	Length	Definition
Agency	3	**Required.** Enter the agency code. Valid values are located on the Agency Index (AGCY) window.
Organization	4	**Required**. Enter the organization code. Valid values are located on the Organization Index (ORGN) window.
Expense Category	5	**Required.** Enter the expense category code. Valid values are located on the Expense Category (PEXP) window.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	Default is **99/99/99**. Enter the last date the information is in effect.
Short Description	12	**Required**. Enter the new or changed short description of the agency code.
Long Description	30	Default is **Short Description** entry. Enter the new or changed long description of the agency code.
Budget Level	Radio Button	**Required.** Select a value to indicate the budget level of the entry. Valid values are: ***By Agency*** (only the agency code is required to create budgets for this expense category.); ***By Organization*** (agency and organization codes are required to create budgets for this expense category); and ***By Position*** (agency,

organization and position codes are required to create budgets for this expense category).

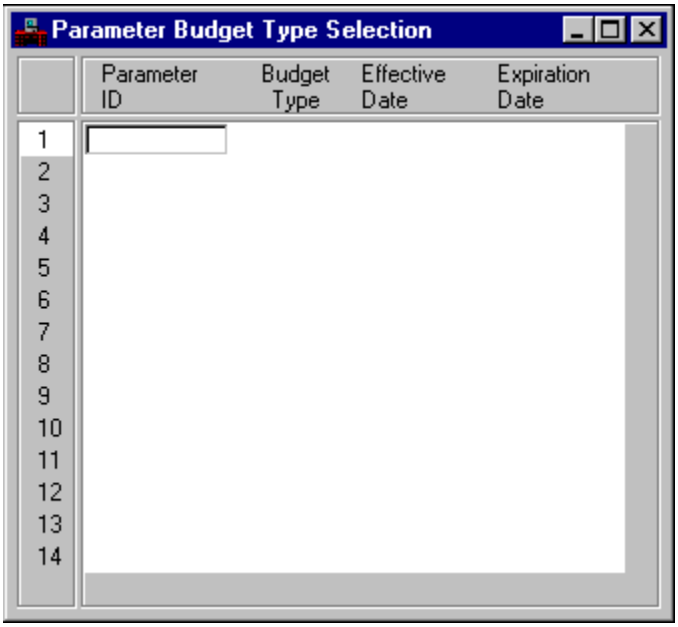
P

Parameter Budget Type Selection (PSET)

Purpose

The Parameter Budget Type Selection (PSET) window links budget types to forecast runs. All budget type codes entered on this window are valid for all agencies. This window can only be used if the Advanced Budget Preparation Subsystem is being used.

PSET Coding Instructions



Field Name	Length	Definition
Parameter ID	5	**Required.** Enter the code which identifies the forecast run. Valid values are located on the Parameter ID (PMID) window.

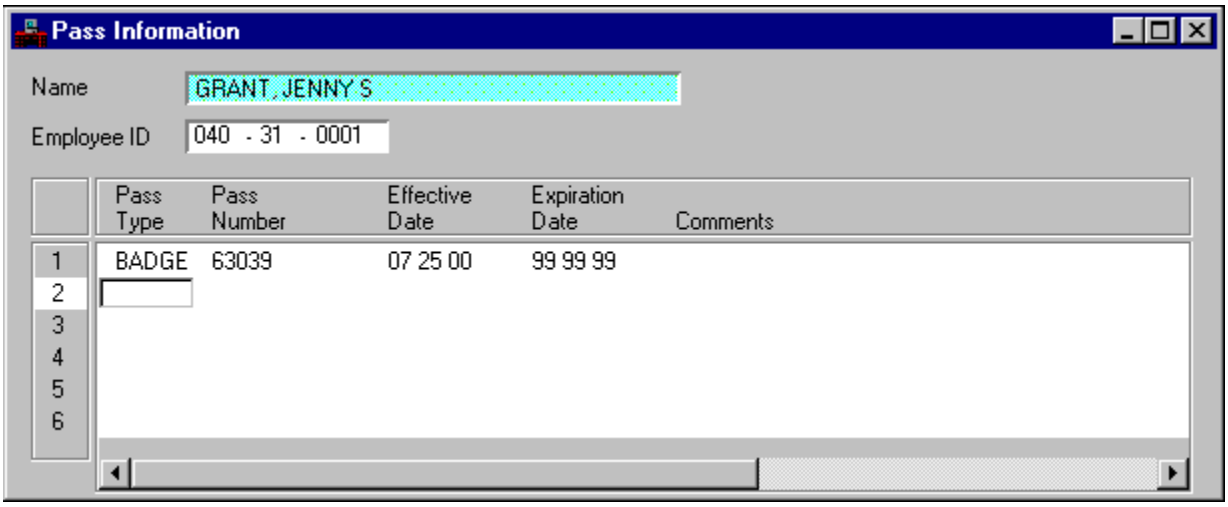
Budget Type 3		**Optional.** Enter the budget type valid for the forecast run. This field cannot be entered if the Advanced Budget Preparation Subsystem is not used.
Effective Date	6	**Required.** Enter the date (***mm dd yy***) the change takes effect.
Expiration Date	6	Default is 99 99 99. Enter the last date the information is in effect.

Pass Information (PASS)

Purpose

The Pass Information (PASS) window is used to record information about which passes have been issued to employees to access certain facilities. It is also used to view a complete history of each employee's passes.

PASS Coding Instructions



Field Name	Length	Definition
Name	Display Only	Displays the employee's full name (last name, first name, and middle initial).
Employee ID	10	**Required.** Enter the employee's social security number.

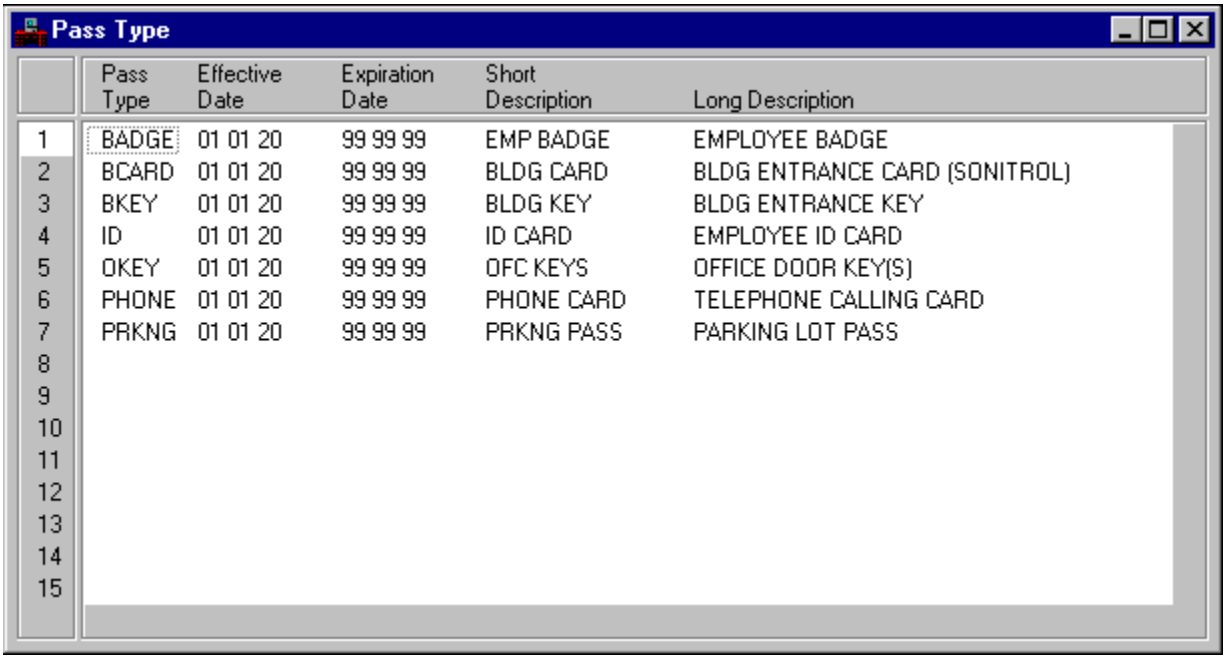
Pass Type	5	**Required.** Enter the type of pass issued. Valid values are located on the Pass Type (PSTP) window.
Pass Number	10	**Required.** Enter the pass number.
Effective Date	6	**Required.** Enter the date (***mm/dd/yy***) the pass information is effective.
Expiration Date	6	Default is 99/99/99. Enter the last date (***mm/dd/yy***) the pass information is in effect.
Comments	75	**Optional.** Leave blank, or enter any additional comments.

Pass Type (PSTP)

Purpose

The Pass Type (PSTP) window is used to define the codes which identify the types of passes issued to employees. For example, a security badge that provides access into buildings or secured areas.

PSTP Coding Instructions



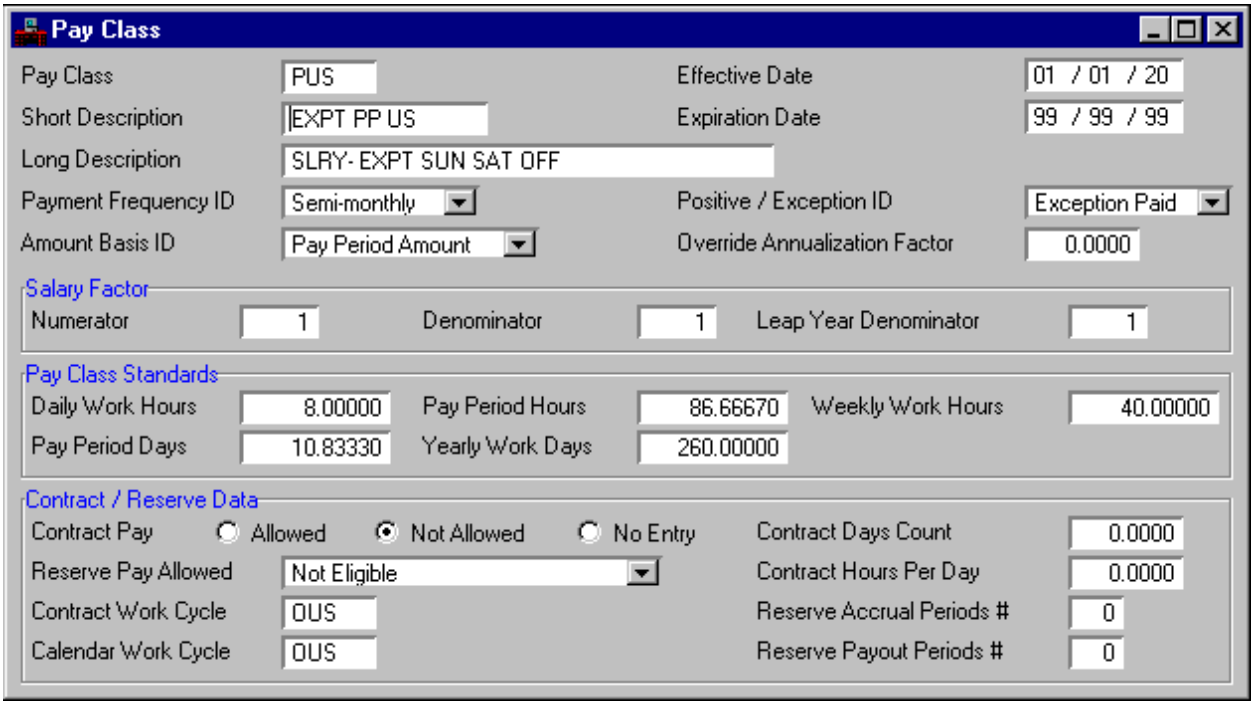
Field Name Length Definition

Pay Cycle (CYCL)

Purpose

The Pay Cycle (CYCL) window defines a distinct payroll cycle period in which pay and deduction details are processed for a given group of employees.

CYCL Coding Instructions



Field Name	Length	Definition
Pay Cycle	5	**Required.** Enter the pay cycle that is being changed, added, or expired. Each entry represents a distinct payroll cycle period in

		which pay and deduction details are processed (resulting in disbursement of employee pay) for a given group of employees assigned to a particular Pay Cycle.
Effective Date	6	**Required.** Enter the pay period start date.
Expiration Date	6	**Optional.** Enter the pay period end date. Default is **99/99/99**.
Check Date	6	**Required.** Enter the date to be printed on the check for the given pay cycle during the specified cycle period (effective date – expiration date combination).
Short Description	12	**Required.** Enter the new or changed short description of the pay cycle.
Long Description	30	**Optional.** Enter the new or changed long description of the pay cycle. Default is the Short Description entry.
Deduction Frequencies	2	**Optional.** Enter the Deduction Frequency codes (up to five) used to determine which deduction types are to be processed during the pay cycle specified by this window entry. Refer to the Deduction Frequency (DEDF) window for valid values.
Leave Frequencies	2	**Optional.** Enter the Leave Frequency codes (up to five) used to determine which leave accruals are to be processed during the pay cycle specified by this window entry. Refer to the Leave Frequency (LEVF) window for valid values.
Pay Event Frequencies	2	**Optional.** Enter the Pay Frequency codes (up to five) used to determine which pay events are to be processed during the pay cycle specified by this window entry. Refer to the Pay Event Frequency (PAYF) window for valid values.
Percentage of Pay in Prior Acctg Period	6	**Optional.** Enter the percentage of exception pay which would be allocated to the prior accounting period when the pay cycle period crosses two accounting periods and the Site Specific Parameters (SPAR) entry **Split Pay Period** indicates that a split should be made. Values must be between zero and one, where a zero indicates no override (i.e. the split percentage is determined based on the calendar date table) and a one indicates 100% of

		pay should be in the prior pay period. No more than four decimal places are allowed. Default is **zero**.
Labor Accrual %	6	**Optional.** Enter the percentage of eligible payments for a pay period that should be applied to reversing journal voucher documents used to accrue payroll expenses for the next pay period. Value must be between zero and one, with no more than four decimal places. Default is **zero**.
Reversal Date	6	**Conditional.** Not allowed if **Labor Accrual %** is **zero**. Required otherwise. Enter the reversal date for reversing journal voucher documents.
Taxing Entity	5	**Optional.** Enter the federal tax identification number for the agency covered by this cycle. Refer to the Tax Entity Information (TXEN) window for valid values.
Code	5	**Optional.** Enter the FLSA Work Cycle codes (up to six) associated with FLSA cycles ending in this pay cycle. Refer to the FLSA Work Cycle (FLWK) window for valid values.
# of Days	2	**Optional.** Enter the number of days in the FLSA work cycle defined above.
End Date (1-5)	6	**Optional.** Enter the ending dates of each of the FLSA work cycles defined by the work cycle which falls within the effective and expiration dates defined above.

Pay Period (PERD)

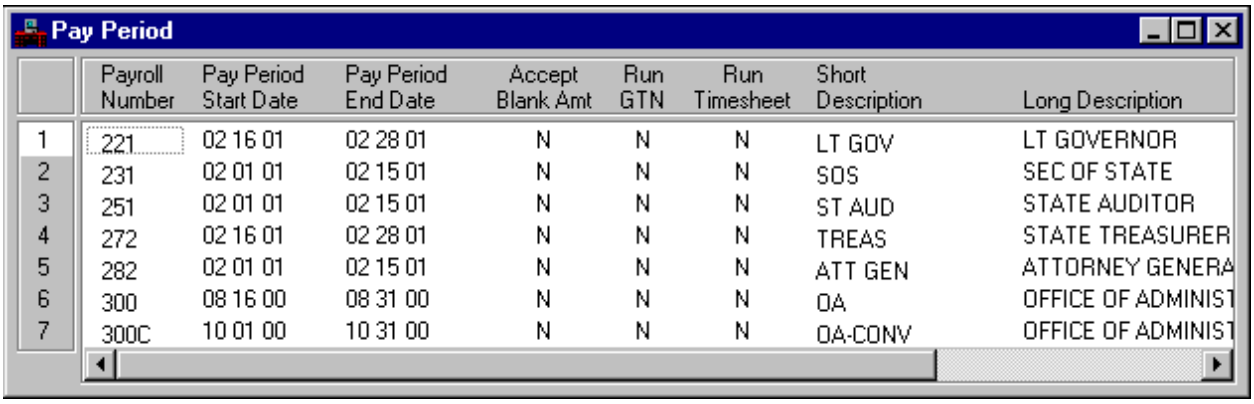
Purpose

The Pay Period (PERD) window defines time and pay parameters for each pay period. After the initial entries for each pay period are established, this window is automatically updated for each payroll number in each pay period.

Note: This window must be set up for each Payroll Number before the payroll number can be included in a gross-to-net run. After the first run of Gross-to-Net (HA00100C), each

successive entries are updated by the system based on the Pay Cycle (CYCL) window entries.

PERD Coding Instructions



Field Name	Length	Definition
Payroll Number	5	**Required.** Enter the payroll number for which the pay period parameters are being updated.
Pay Period Start Date	6	**Required.** Enter the first day of the current pay period for the payroll number.
Pay Period End Date	6	**Required.** Enter the last day of the current pay period for the payroll number.
Accept Blank Amt	1	**Required.** A timesheet event might have a blank input amount if timesheet documents (Current Period Timesheet (CPER) and Prior Period Timesheet (PPER)) are automatically generated. Enter ***Y*** if events with blank input amounts are to be ignored. Enter ***N*** if events with blank input amounts should generate error messages.
Run GTN	1	**Optional.** Indicate whether gross-to-net should be run on this payroll number. Defaults to **N**. Valid values are: • ***Y*** - Yes: Run gross-to-net for this payroll number. • ***N*** - No: Do not run gross-to-net on this payroll number. • ***C*** - Completed: Gross-to-net has processed this entry. **Note:** ***Y*** and ***N*** are the only values that can be entered manually. ***C*** cannot be entered manually; this value is system generated and is only displayed if there is no succeeding pay cycles

		on the Pay Cycle (CYCL) window. Otherwise, the next pay period date is displayed and this field is set by the system to ***[Y]***. **Optional.** Indicate whether pre-printed timesheets should be run for this payroll number. Defaults to **N**. Valid values are: • ***Y*** - Yes: Run pre-printed timesheets for this payroll number. • ***N*** - No: Do not run pre-printed timesheets for this payroll number. • ***C*** - Completed: Pre-printed timesheets have been produced for this entry.
Run Timesheet	1	If the **Timesheet** field on the Payroll Number (PYNO) window has been set to ***N***, this field must be set to ***N***. If the Timesheet field on the Payroll Number (PYNO) window has been set to ***Y***, this field can be set to ***Y*** or ***N***. **Note:** ***Y*** and ***N*** are the only values that can be entered manually. ***C*** can not be entered manually; this value is system generated after the entry has been processed by the pre-printed timesheet job. ***C*** is changed to ***Y*** after the next gross-to-net is run.
Short Description	12	**Required.** Enter the new or changed short description of the payroll number.
Long Description	30	**Optional.** Enter the new or changed long description of the payroll number. Default is the **Short Description** entry.

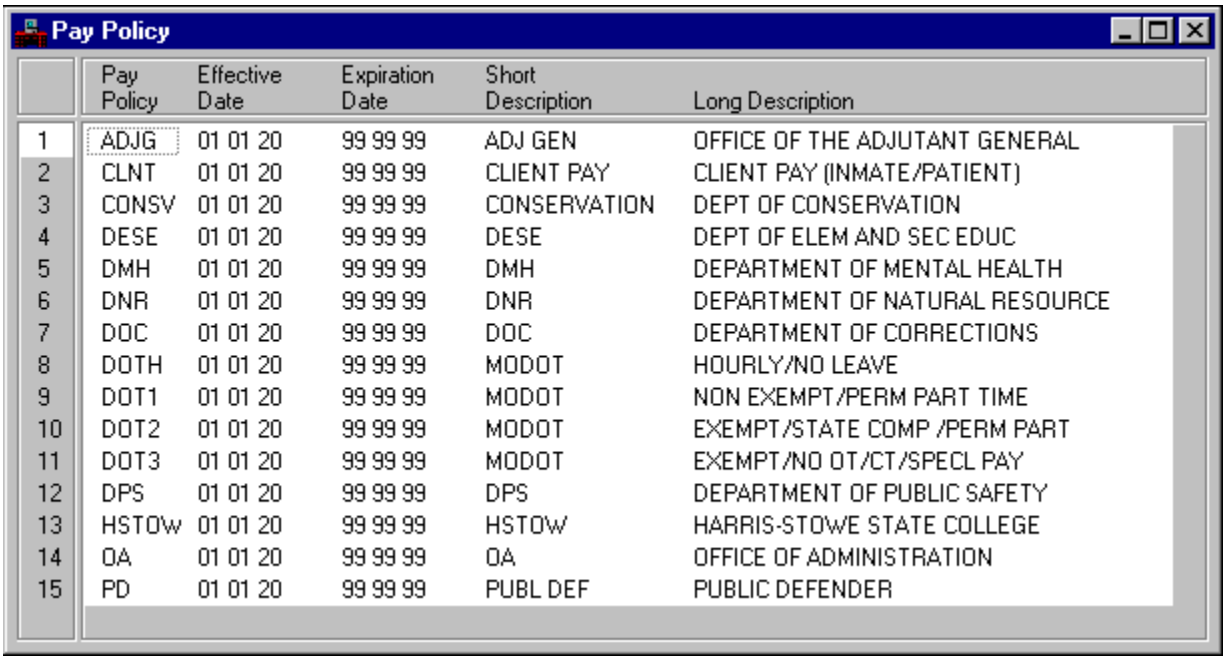
Pay Policy (PPOL)

Purpose

The Pay Policy (PPOL) window defines the codes which describe valid pay policies applicable each pay period. The system refers to these policies when processing employee transactions or documents. The number of policies you set up reflects the amount of control you want over pay processing. For example, you can set up an exception and

positive pay policy, or you can set up more specific policies such as exception-administrative, exception-technical and positive-administrative and positive-technical.

PPOL Coding Instructions



	Pay Policy	Effective Date	Expiration Date	Short Description	Long Description
1	ADJG	01 01 20	99 99 99	ADJ GEN	OFFICE OF THE ADJUTANT GENERAL
2	CLNT	01 01 20	99 99 99	CLIENT PAY	CLIENT PAY (INMATE/PATIENT)
3	CONSV	01 01 20	99 99 99	CONSERVATION	DEPT OF CONSERVATION
4	DESE	01 01 20	99 99 99	DESE	DEPT OF ELEM AND SEC EDUC
5	DMH	01 01 20	99 99 99	DMH	DEPARTMENT OF MENTAL HEALTH
6	DNR	01 01 20	99 99 99	DNR	DEPARTMENT OF NATURAL RESOURCE
7	DOC	01 01 20	99 99 99	DOC	DEPARTMENT OF CORRECTIONS
8	DOTH	01 01 20	99 99 99	MODOT	HOURLY/NO LEAVE
9	DOT1	01 01 20	99 99 99	MODOT	NON EXEMPT/PERM PART TIME
10	DOT2	01 01 20	99 99 99	MODOT	EXEMPT/STATE COMP /PERM PART
11	DOT3	01 01 20	99 99 99	MODOT	EXEMPT/NO OT/CT/SPECL PAY
12	DPS	01 01 20	99 99 99	DPS	DEPARTMENT OF PUBLIC SAFETY
13	HSTOW	01 01 20	99 99 99	HSTOW	HARRIS-STOWE STATE COLLEGE
14	OA	01 01 20	99 99 99	OA	OFFICE OF ADMINISTRATION
15	PD	01 01 20	99 99 99	PUBL DEF	PUBLIC DEFENDER

Field Name **Length Definition**

Pay Policy

Effective Date

Expiration Date

Short Description

Long Description

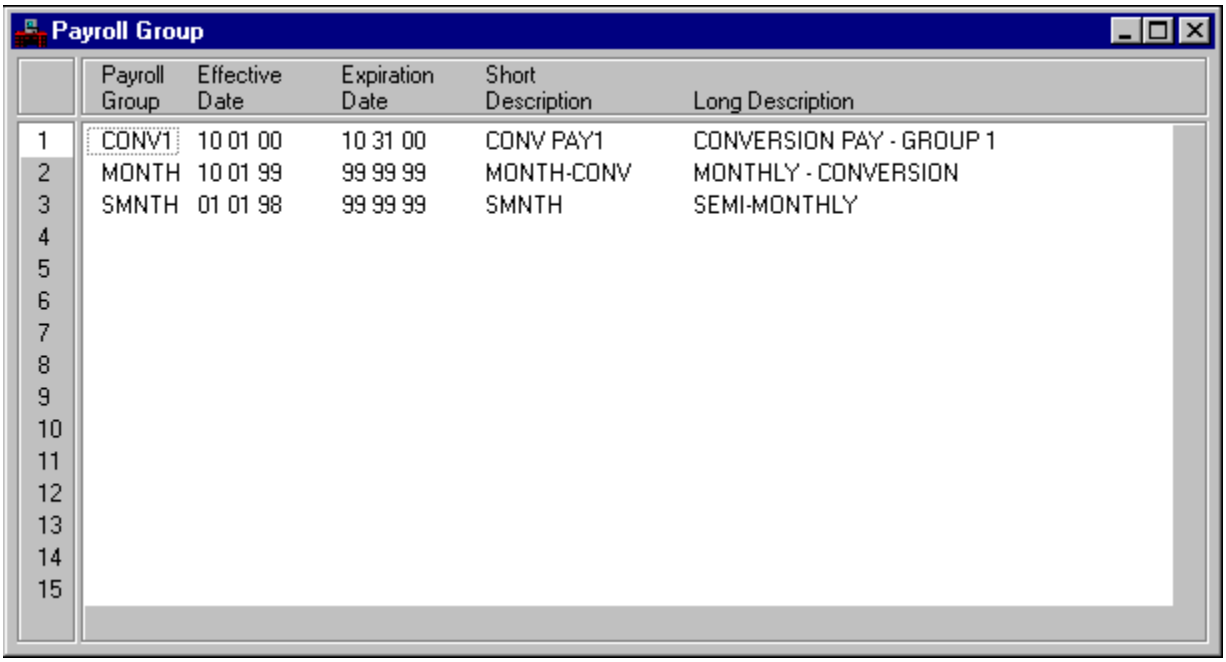
Payroll Group (PYGP)

Purpose

The Payroll Group (PYGP) window defines the groups of employees for check printing purposes based on their assigned pay cycle. The payroll group is assigned to employees on the Payroll Number (PYNO) window. For example, Agency 010 pays employees on a weekly

and biweekly basis; therefore, Agency 010 defines on this window one payroll group for weekly paid employees and one payroll group for biweekly paid employees.

PGYP Coding Instructions



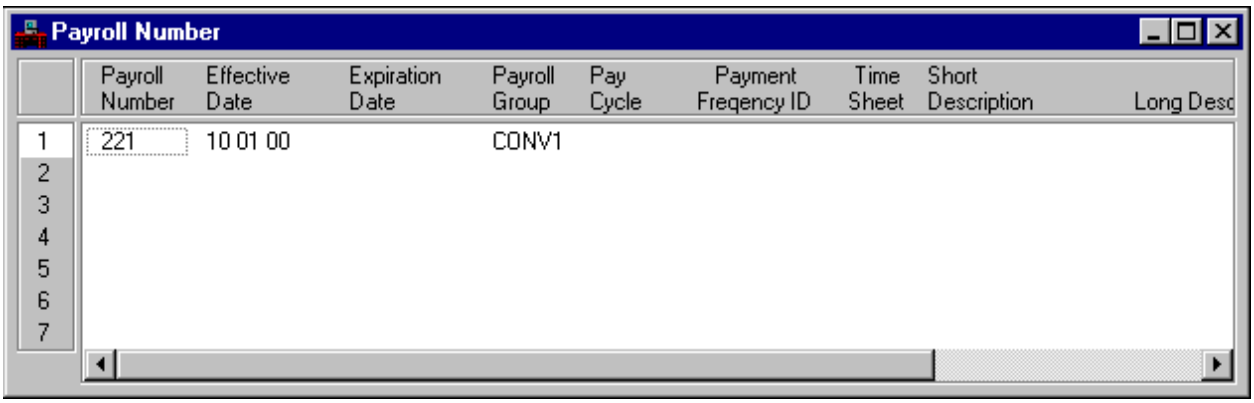
Field Name	Length	Definition
Payroll Group	5	**Required.** Enter the payroll group code.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	**Optional.** Enter the last date the information is in effect. Default is **99/99/99**.
Short Description	12	**Required.** Enter the new or changed short description of the payroll group code.
Long Description	30	**Optional.** Enter the new or changed long description of the payroll group code. Default is the **Short Description** entry.

Payroll Number (PYNO)

Purpose

The Payroll Number (PYNO) window defines the payroll numbers used to group employees for whom pay is generated at the same time. This window also identifies the payroll group with which a payroll number is associated.

PYNO Coding Instructions



Field Name	Length	Definition
Payroll Number	5	**Required.** Enter the code that is used to group together employees for whom pay is generated during a Gross-to-Net cycle. Separate payroll numbers are required for employees paid at different times or at different frequencies. For example, a group of biweekly paid employees and a group of monthly paid employees would require separate payroll numbers.
Effective Date	6	**Required.** Enter the date the change takes effect.
Expiration Date	6	**Optional.** Enter the last date the information is in effect. Default is **99/99/99**.
Payroll Group	5	**Required.** Enter the payroll group with which the Payroll Number is associated. Refer to the Payroll Group (PYGP) window for valid values.
Pay Cycle	5	**Required.** Enter the pay cycle appropriate for this payroll number. The pay cycle specifies the start date, end date, and check date of each pay period. Refer to the Pay Cycle (CYCL) window for valid values.
Payment Frequency ID	1	**Required.** Enter the appropriate code to indicate the frequency of pay for the payroll number. Valid values are:

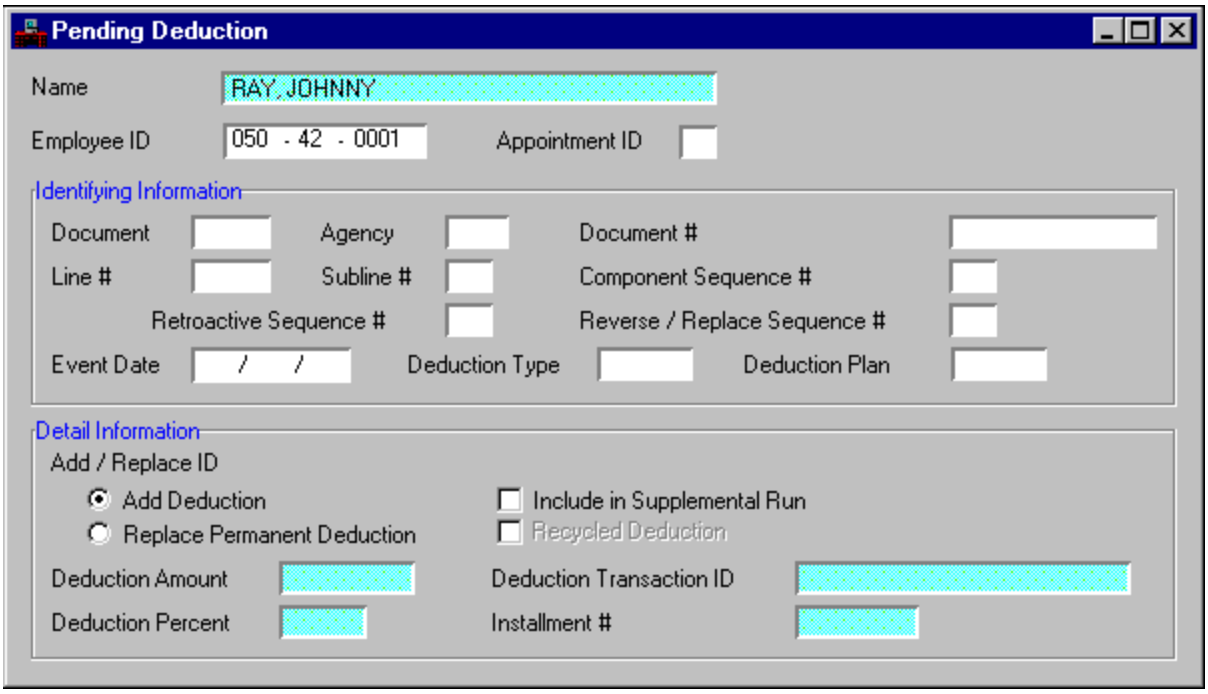
		• ***W*** - Weekly • ***B*** - Biweekly • ***S*** - Semi-Monthly • ***M*** - Monthly • ***A*** - Annually
Time Sheet	1	**Optional.** Indicate whether production of pre-printed timesheets for this payroll number should be allowed. Default is **No [N]**. Valid values are: • ***Yes [Y]*** - Allow production of pre-printed timesheets for this payroll number. • ***No [N]*** - Do not allow production of pre-printed timesheets for this payroll number.
Short Description	12	**Required.** Enter the new or changed short description of the payroll number.
Long Description	30	**Optional.** Enter the new or changed long description of the payroll number. Default is the **Short Description** entry.

Pending Deduction (PDED)

Purpose

The Pending Deductions (PDED) window is used to view the deductions pending for an employee, to define the type of cycle in which the deduction is picked up, and whether this deduction should replace a permanent deduction. Deletions for one-time deductions are also processed on this window.

PDED Coding Instructions



Field Name	Length	Definition
Name	Display Only	The employee's full name (last name, first name, and middle initial) is displayed.
Employee ID	10	**Required.** Enter the employee's social security number.
Appointment ID	1	**Optional.** If an employee holds more than one appointment, enter the appropriate appointment identification number to indicate which appointment is affected. Leave blank to indicate the employee's primary appointment. An asterisk (*) indicates all appointment identification numbers.

Note: Enter the following fields to look for a particular pending deduction. The system automatically displays the first pending deduction record with all fields filled in, based on the employee's identification number and appointment identification number. Use **Display: Browse Data** or **Display: More Data** to display subsequent pending deductions. Enter only the Employee ID and use **Display: Beginning of Data** to display the employee's first pending deduction. Use **Display: More Date** to display subsequent pending deductions. None of the identifying information can actually be updated.

Document	4	**Optional.** Enter the document code to view employee deduction information pertaining to a specific document.

Agency	3	**Optional.** Enter the agency code to view employee deduction information from a specific agency.
Document #	12	**Optional.** Enter the document number to view employee deduction information pertaining to a specific document.
Line #	4	**Optional.** Enter the line number associated with the pending deduction.
Subline #	2	**Optional.** Enter the subline number associated with the pending deduction.
Component Sequence #	2	**Optional.** Enter the component sequence number associated with the pending deduction.
Retroactive Sequence #	2	**Optional.** Enter the retro sequence number associated with the pending deduction.
Reverse/Replace Sequence #	2	**Optional.** Enter the reverse/replace sequence number associated with the pending deduction.
Event Date	6	**Optional.** Enter the event date associated with the pending deduction.
Deduction Type	5	**Optional.** Enter the deduction type associated with the pending deduction.
Deduction Plan	5	**Optional.** Enter the deduction plan associated with the pending deduction.
Add/Replace ID	Radio Buttons	**Required.** Enter the add/replace ID associated with the pending deduction. Valid values are: • ***Add Deduction*** • ***Replace Permanent Deduction***
Include in Supplemental Run	Checkbox	**Optional.** Select to include the deduction in a supplemental payroll run. Clear to include the deduction in a regular payroll run.
Recycled Deduction	Display Only	This field indicates whether this deduction was recycled.

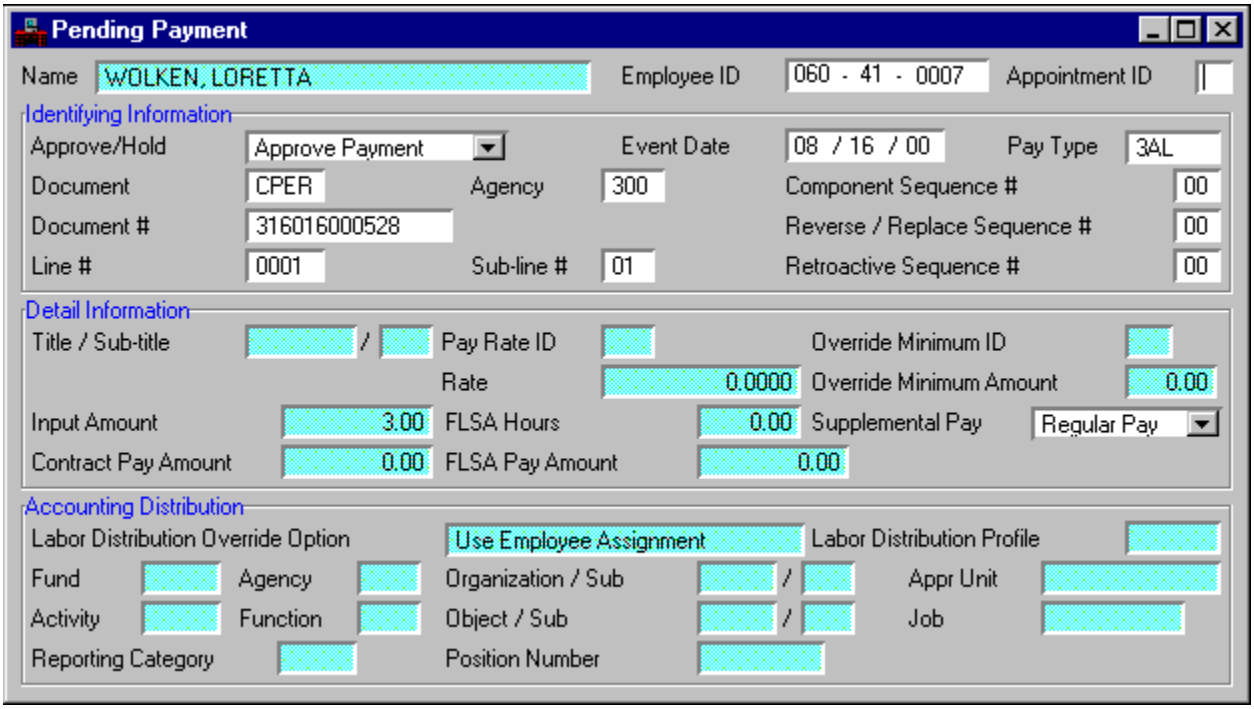
Deduction Amount	Display Only	This field displays the deduction amount associated with the pending deduction.
Deduction Transaction ID	Display Only	This field displays the transaction ID associated with the pending deduction.
Deduction Percent	Display Only	This field displays the deduction percent associated with the pending deduction.
Installment #	Display Only	This field displays the installment count associated with the pending deduction.

Pending Payment (PEND)

Purpose

The Pending Payment (PEND) window allows a pending payment for an employee to be approved, held, or deleted. It can also be used to switch payments from the regular pay cycle to a supplemental pay cycle.

PEND Coding Instructions



Field Name	Length	Definition
Name	Display Only	The employee's full name (last name, first name, and middle initial) is displayed.
Employee ID	10	**Required.** Enter the employee's social security number.
Appointment ID	1	**Optional.** If an employee holds more than one appointment, enter the appropriate appointment identification number to indicate which appointment is affected. Leave blank to indicate the employee's primary appointment. An asterisk (*) indicates all appointment identification numbers.

Note: Enter the following fields to look for a particular pending payment. The system automatically displays the first pending payment record with all fields filled in, based on the employee's identification number and appointment identification number.
Use **Display: Browse Data** [**S** (Scan) Action] or **Display: More Data** [**R** (Refill) Action] to display subsequent pending payments. Enter only the Employee ID and use **Display: Beginning of Data** [**T** (Top) Action] to display the employee's first pending payment.
Use **Display: More Data** [**R** (Refill) Action] to display subsequent pending payments.

Approve/Hold	1	**Optional.** Select a value to identify whether the payment should be approved, held, or disapproved. Valid values are: • ***Approve Payment*** • ***Hold Payment*** • ***Disapprove Payment*** This field can also be updated once a pending payment has been retrieved.
Event Date	6	**Optional.** Enter the date that the specified event occurred.
Pay Type	5	**Optional.** Enter the pay type code. Refer to the Event Type (EVNT) window for valid values.
Document	4	**Optional.** Enter the document code.
Agency	3	**Optional.** Enter the agency code associated with the pending payment.

Component Sequence #	2	**Optional.** Enter the component sequence number. If the component sequence number is greater than 0, then this payment is a component of another pay event.
Document #	12	**Optional.** Enter the document number associated with the pending payment.
Reverse/Replace Sequence #	2	**Optional.** Enter the reverse/replace sequence number. If greater than zero, then a pending payment was created as a result of check cancellation processing.
Line #	4	**Optional.** Enter the line number associated with the pending payment.
Sub-Line #	2	**Optional.** Enter the sub-line number associated with the pending payment.
Retroactive Sequence #	6	**Optional.** Enter the retroactive sequence number. If this is greater than zero, then the pending payment was created as a result of retroactive processing.
Title/Sub-Title	Display Only	The employee's title and sub-title codes are displayed.
Pay Rate ID	Display Only	An ***N*** is displayed in this field if this is a normal pay rate. An ***O*** is displayed if this is an override pay rate.
Override Minimum ID	Display Only	A ***U*** is displayed in this field if a user input a minimum pay amount. An ***S*** is displayed in this field if there was a system-generated override minimum pay amount for this employee.
Rate	Display Only	The employee's pay rate amount is displayed.
Override Minimum Amount	Display Only	The employee's override minimum pay amount is displayed.
Input Amount	Display Only	The quantity specified on the input document or the amount computed by gross-to-net for exception based employees is displayed.

FLSA Hours	Display Only	This field displays the hours worked as determined by FLSA accounting procedures.
Supplemental Pay	1	**Optional.** Enter the supplemental type code of the supplemental run in which this pending payment is to be included. Default is ***Regular Pay***. Valid values are: • ***Regular Pay*** • ***By Pay Type*** • ***Replacement*** • ***Retroactive***
Contract Pay Amount	Display Only	The amount to be paid to the employee is displayed.
FLSA Pay Amount	Display Only	The value displayed in this field is the amount the employee is paid according to the Fair Labor Standards Act (FLSA).
Labor Distribution Override Option	Display Only	One of the following values are displayed to indicate the labor distribution override option selected: • ***None*** • ***Use Entered Accounting Values*** • ***Use Entered Profile*** • ***Use Position Assignment***
Labor Distribution Profile	Display Only	If **Labor Distribution Override Option** is ***Use Entered Profile*** , the labor distribution profile code is displayed.
Fund	Display Only	The override fund code for the pending payment is displayed.
Agency	Display Only	The override agency code for the pending payment is displayed.
Organization/Sub	Display Only	The override organization code for the pending payment is displayed.

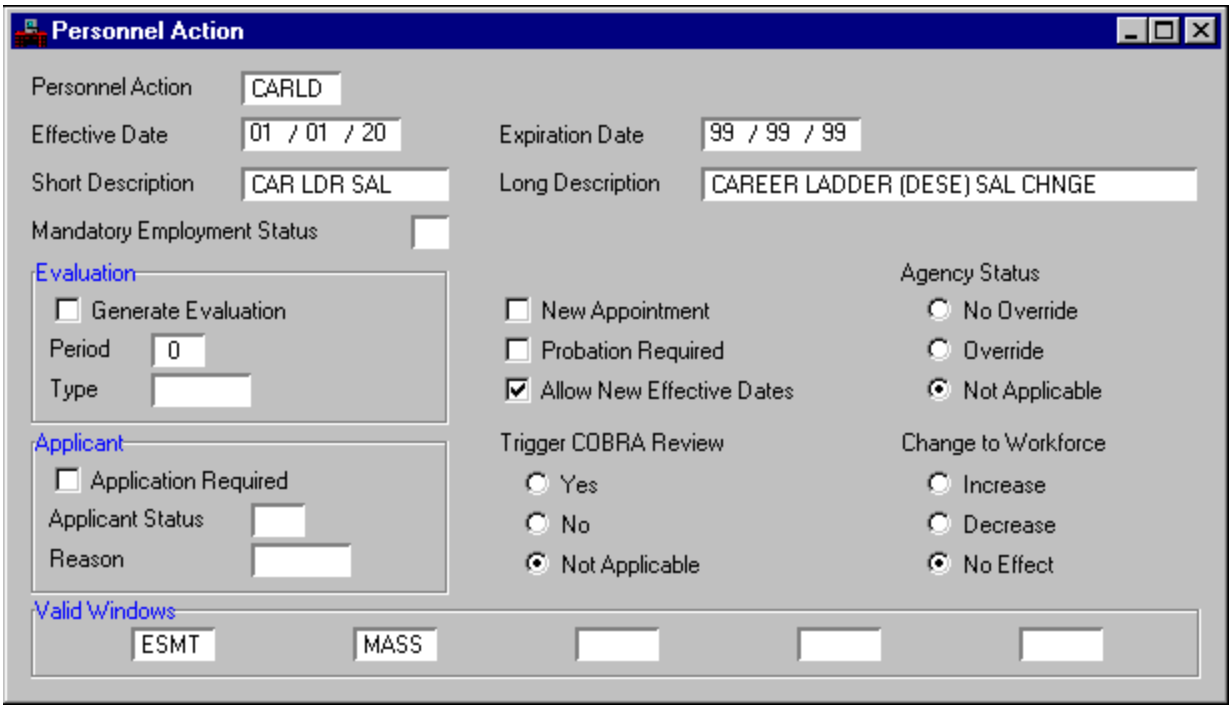
Appr Unit	Display Only	The appropriation unit code for the pending payment is displayed.
Activity	Display Only	The override activity code for the pending payment is displayed.
Function	Display Only	The override function code for the pending payment is displayed.
Object/Sub	Display Only	The override object code and sub-object code for the pending payment is displayed.
Job	Display Only	The override job number for the pending payment is displayed.
Reporting Category	Display Only	The override reporting category code for the pending payment is displayed.
Position Number	Display Only	The override position number for the pending payment to be used to obtain accounting attributes from the Position Status Maintenance (PSMT) window is displayed.

Personnel Action (PACT)

Purpose

The Personnel Action (PACT) window defines the results of those actions which affect an employee's employment status, title and pay.

PACT Coding Instructions



Field Name	Length	Definition
Personnel Action	5	**Required**. Enter the personnel action code to indicate the action you wish to perform (for example, new hire, promotion, salary increase, etc.).
Effective Date	6	**Required**. Enter the date the information becomes effective.
Expiration Date	6	Default is **99/99/99**. Enter the last date the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the personnel action code.
Long Description	30	Default is **Short Description** entry. Enter the new or changed long description of the personnel action code.
Mandatory Employment Status	1	**Optional.** Enter the employment status code that indicates that an employee is eligible for this action. Valid values are located on the Employment Status (EMPS) window.
Generate Evaluation	Checkbox	Default is **Clear.** Select to automatically create a new performance evaluation record. Clear to indicate that a new

		performance evaluation record need not be created automatically for this particular personnel action.
Period	2	**Conditional**. Required if Generate Evaluation is selected; otherwise, leave blank. Enter the length (in months) of the evaluation period. The value must be a whole number.
Type	5	**Conditional**. Required if Generate Evaluation is selected. Enter the type of performance evaluation to create. Valid values are located on the Evaluation Type (ETYP) window.
New Appointment	Checkbox	**Required**. Select to indicate that this action results in a new appointment for the employee. Clear to indicate that this action does not result in a new appointment for the employee.
Probation Required	Checkbox	**Required.** Select to indicate the employee must serve a probationary period as a result of this action. Clear to indicate that the employee is not required to serve a probationary period as a result of this action.
Allow New Effective Dates	Checkbox	**Required.** Select to indicate a new assignment record is allowed for an existing employee. Clear to indicate no new assignment record is allowed for employees when using this personnel action.
Agency Status	Radio Buttons	Default is **Not Applicable.** Select **Override** to indicate that, when this Personnel Action Code is entered on an Agency Specific window, the code is treated as a personnel action rather than as an agency specific action. This means that the Personnel Action Code, the Personnel Action Reason Code, and the Employment Status entered on the Employment Status Maintenance (ESMT) window is reflected in the assignment entry created or altered by the window. Valid values are: **No Override**; **Override** and **Not Applicable**.
Application Required	Checkbox	**Optional.** Select to indicate that the employee's application must be in the Applicant Tracking Subsystem for this personnel action. Clear to indicate that an application is not required. For example, a merit increase can not require that the employee apply for a new job but a transfer can, depending on the policies established.

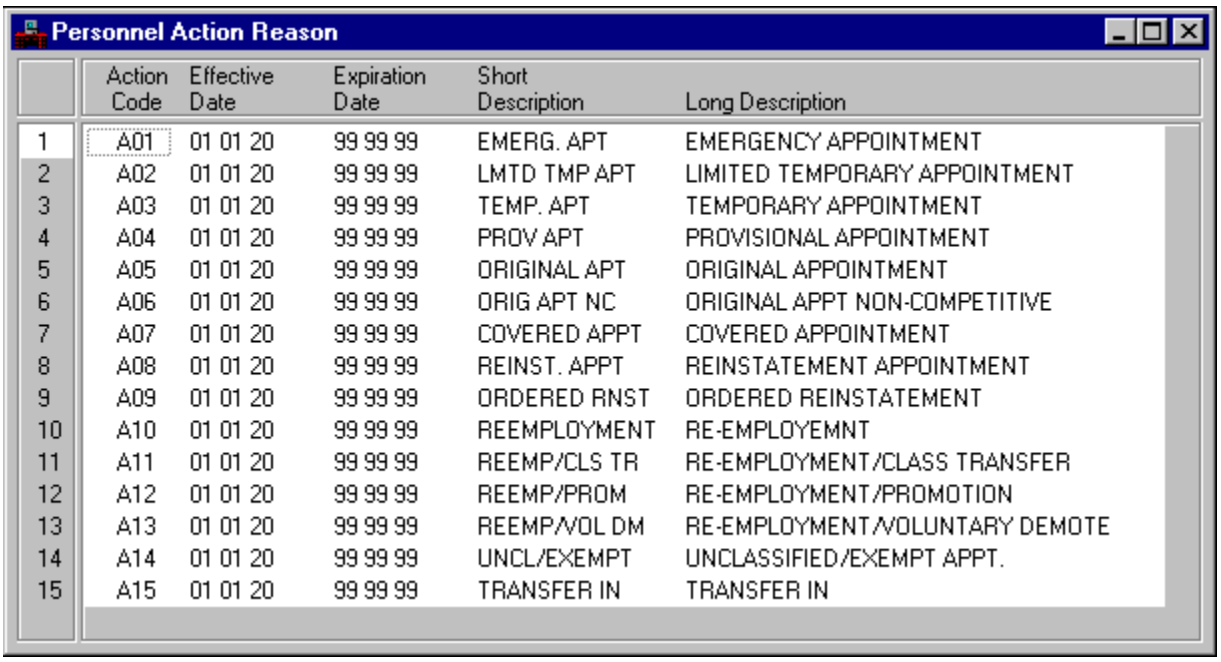
		Note: This checkbox can only be selected if the Applicant Tracking subsystem is in use.
Applicant Status	2	**Optional.** Enter the applicant status code. Valid values are located on the Applicant Status (APST) window. The value updates the applicant status on the Job Application (JOBA) window when the applicant is hired through the Employment Status Maintenance (ESMT) window. **Note:** This field can only be populated if the Applicant Tracking subsystem is in use.
Reason	5	**Optional.** Enter the applicant reason code associated with the Applicant Status entry. Valid values are located on the Applicant Status Reason (APSR) window. The value updates the applicant status on the Job Application (JOBA) window when the applicant is hired through the Employment Status Maintenance (ESMT) window. **Note:** This field can only be populated if the Applicant Tracking subsystem is in use.
Trigger COBRA Review	Radio Buttons	Default is **Not Applicable**. Select **Yes** to indicate that this personnel action triggers a benefits COBRA review. Select **No** to indicate that this personnel action does not trigger a benefits COBRA review.
Change to Workforce	Radio Buttons	Default is **Not Applicable**. Select a value to indicate how this action affects the workforce count. Valid values are: **Increase, Decrease,** and **No Effect**.
Valid Windows	5x4	**Required.** Enter the window identification codes for the permissible window (up to five) from which the action can be entered. One entry is required.

Personnel Action Reason (PART)

Purpose

The Personnel Action Reason (PART) window defines the codes which describe the basis for assigning different personnel actions.

PART Coding Instructions



	Action Code	Effective Date	Expiration Date	Short Description	Long Description
1	A01	01 01 20	99 99 99	EMERG. APT	EMERGENCY APPOINTMENT
2	A02	01 01 20	99 99 99	LMTD TMP APT	LIMITED TEMPORARY APPOINTMENT
3	A03	01 01 20	99 99 99	TEMP. APT	TEMPORARY APPOINTMENT
4	A04	01 01 20	99 99 99	PROV APT	PROVISIONAL APPOINTMENT
5	A05	01 01 20	99 99 99	ORIGINAL APT	ORIGINAL APPOINTMENT
6	A06	01 01 20	99 99 99	ORIG APT NC	ORIGINAL APPT NON-COMPETITIVE
7	A07	01 01 20	99 99 99	COVERED APPT	COVERED APPOINTMENT
8	A08	01 01 20	99 99 99	REINST. APPT	REINSTATEMENT APPOINTMENT
9	A09	01 01 20	99 99 99	ORDERED RNST	ORDERED REINSTATEMENT
10	A10	01 01 20	99 99 99	REEMPLOYMENT	RE-EMPLOYEMNT
11	A11	01 01 20	99 99 99	REEMP/CLS TR	RE-EMPLOYMENT/CLASS TRANSFER
12	A12	01 01 20	99 99 99	REEMP/PROM	RE-EMPLOYMENT/PROMOTION
13	A13	01 01 20	99 99 99	REEMP/VOL DM	RE-EMPLOYMENT/VOLUNTARY DEMOTE
14	A14	01 01 20	99 99 99	UNCL/EXEMPT	UNCLASSIFIED/EXEMPT APPT.
15	A15	01 01 20	99 99 99	TRANSFER IN	TRANSFER IN

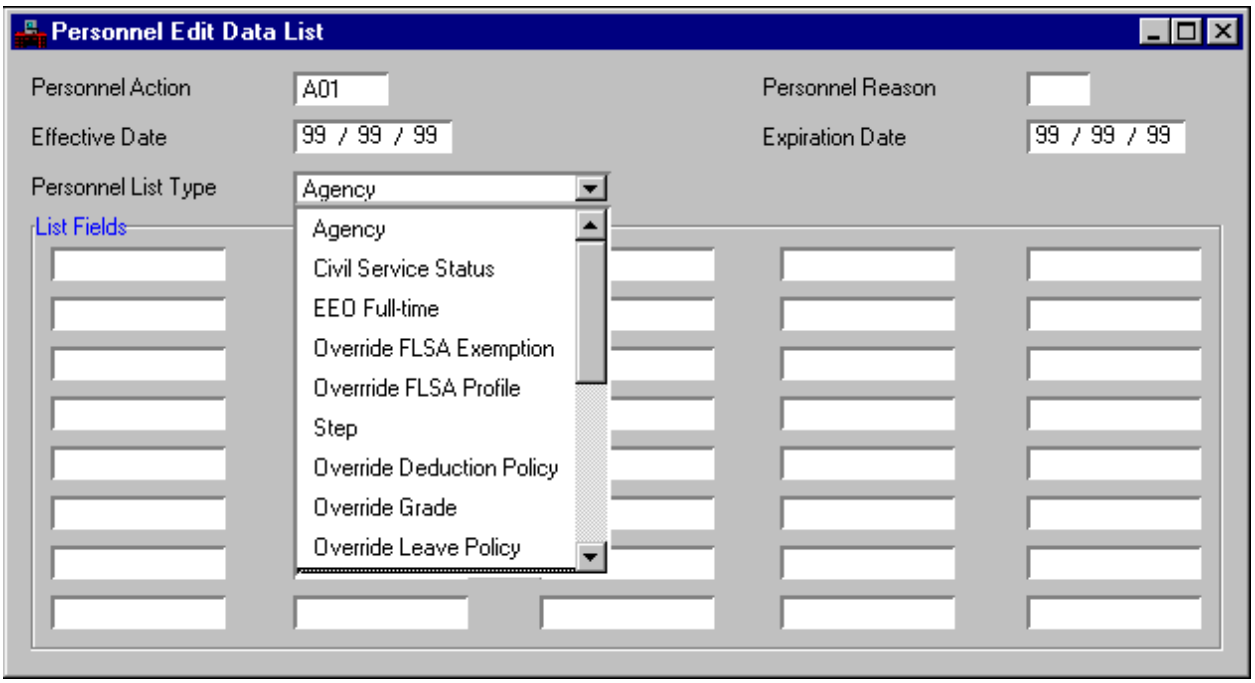
Field Name	Length	Definition
Action Code	3	**Required.** Enter the action code you are changing, adding, or expiring.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	Default is **99/99/99.** Enter the last date the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the action code.
Long Description	30	Default is **Short Description** entry. Enter the new or changed long description of the action code.

Personnel Edit Data List (PEDL)

Purpose

The Personnel Edit Data List (PEDL) window allows the user to define the values for a specific field associated with a specific personnel action/personnel action reason.

PEDL Coding Instructions



Field Name	Length	Definition
Personnel Action	4	**Required.** Enter a valid personnel action code. The edits on the Employment Status Maintenance (ESMT) window are modified for the personnel action code specified. Valid values are located on the Personnel Action (PACT) window.
Personnel Action Reason	4	**Optional.** Enter the personnel action reason code associated with the personnel action specified. Valid values are located on the Personnel Action Reason (PART) window.
Effective Date	6	**Required.** Enter the date on which the Personnel Edit Data List becomes effective.
Expiration Date	6	Default is **99/99/99**. Enter the last date on which the Personnel Edit Data List is valid in association with the personnel action/ personnel reason.

Personnel List Type	Dropdown Menu	**Required.** Enter the field for which the Personnel Edit Data List is valid in association with the personnel action / personnel reason. • ***Agency [AG]*** • ***Civil Service status [CV]*** • ***EEO Full-Time [EE]*** • ***Override FLSA Exemption [FI]*** • ***Override FLSA profile [FP]*** • ***Step [JS]*** • ***Override Deduction Policy [OD]*** • ***Overide Grade [OG]*** • ***Override Leave Policy [OL]*** • ***Override Pay Policy [OP]*** • ***Organization [OR]*** • ***Pay Class [PC]*** • ***Percent Full-Time [PE]*** • ***Payroll Number [PN]*** • ***Position Number [PO]*** • ***Permanent/Temporary ID [PT]*** • ***Sub-Title [SU]*** • ***Time Class [TC]*** • ***Table-Driven Pay [TD]*** • ***Union Member [UA]*** • ***Union Local [UL]*** • ***Title [TI]*** **Note:** The Personnel Edit Data List for a field will only be referenced if the LIST option is selected on Personnel Edit Rules (PEDT) window for the personnel action/ personnel reason and the

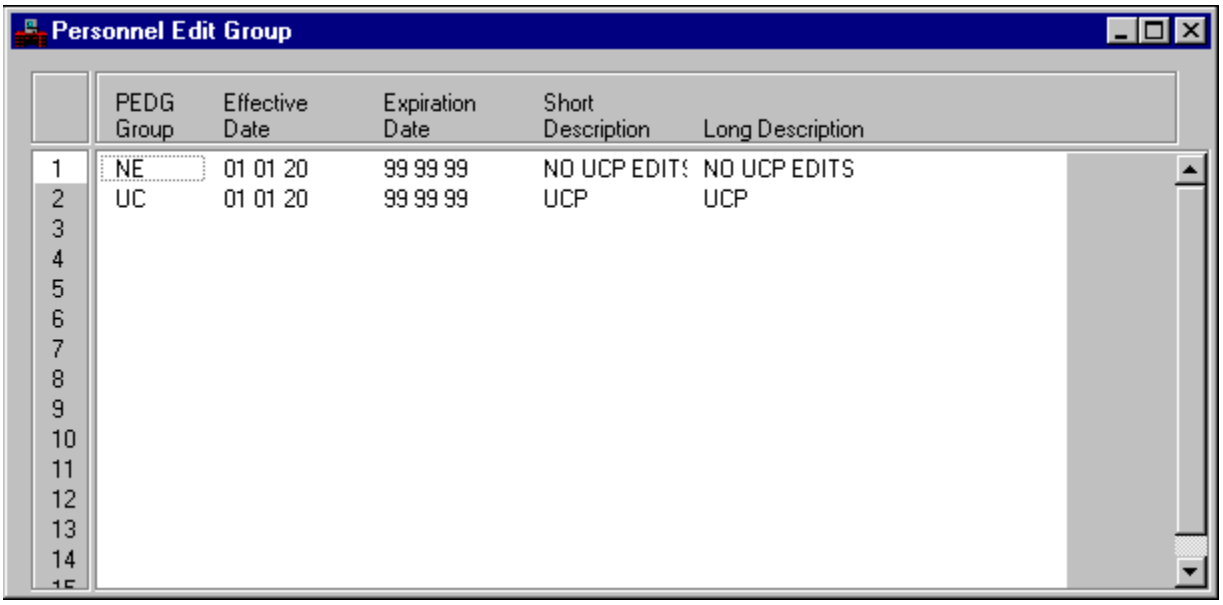
		Site Specific parameters (SPAR) window entry **USE PEDT SIMPLE EDITS** is **Y**.
List	2	**Optional.** At least one entry should be entered. Up to 10 characters can be entered. No edits are performed to determine if the values entered are valid in the system.

Personnel Edit Group (PEDG)

Purpose

The Personnel Edit Group window establishes different Personnel Edits associated with Personnel Actions/ Personnel Action Reasons on the Employment Status Maintenance (ESMT) window, based on whether or not the Agency is UCP or non-UCP. Each Civil Service Status listed on the CIVS table is assigned to a Personnel Edit Group.

PEDG Coding Instructions



Field Name	Length	Definition
Personnel Edit Group	2	**Required.** Enter the code for the Personnel Edit Group to be established.

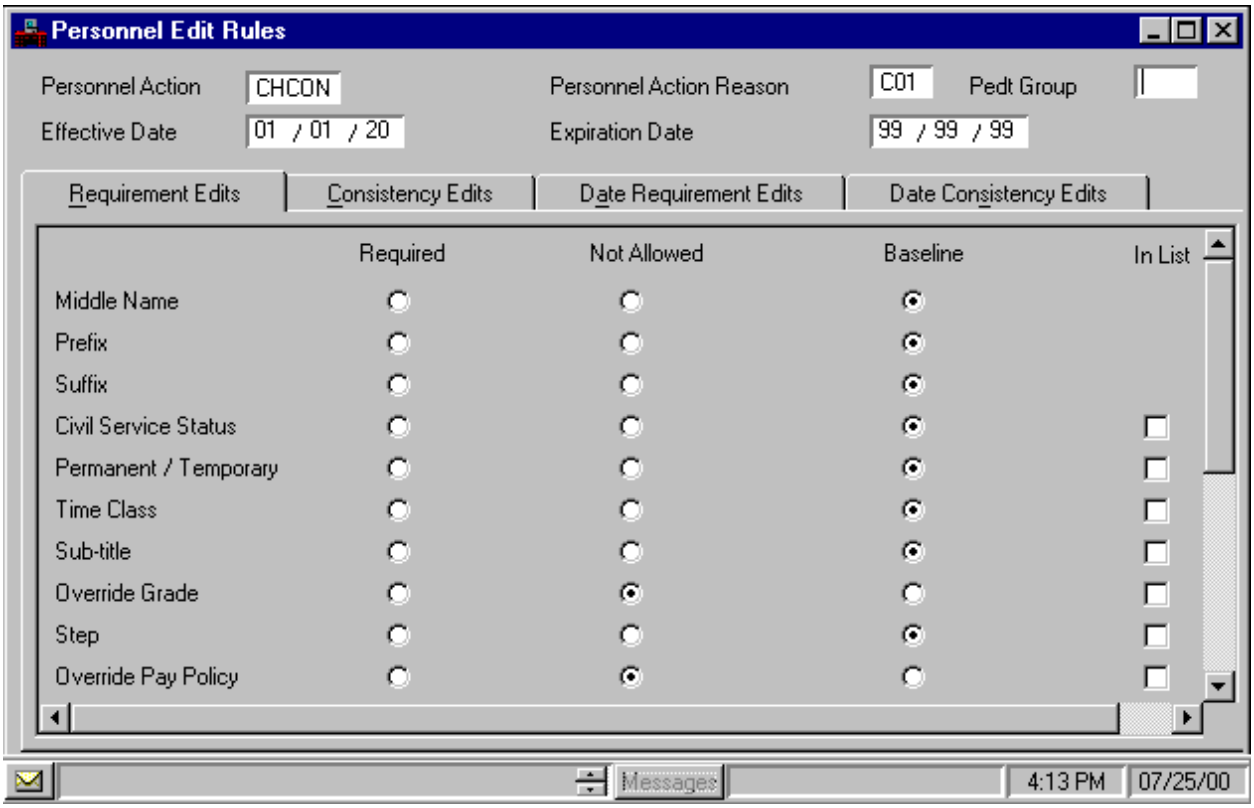
Effective Date	8	**Required**. Enter the date the Personnel Edit Group information becomes active.
Expiration Date	8	Defaults to **99/99/99**. Enter the date the Personnel Edit Group information is no longer valid.
Short Description	12	**Required**. Enter the new or changed short description of the Personnel Edit Group code up to 12 characters).
Long Description	30	Default is **Short Description**. Enter the new or changed long description of the Personnel Edit Group code (up to 30 characters).

Personnel Edit Rules (PEDT)

Purpose

The Personnel Edit Rules (PEDT) window allows the user to specify additional edits for a particular personnel action / personnel reason combination on the Employee Status maintenance (ESMT) window. Enter a personnel action on this window only if the edits on the action should be different than the baseline edits.

PEDT Coding Instructions



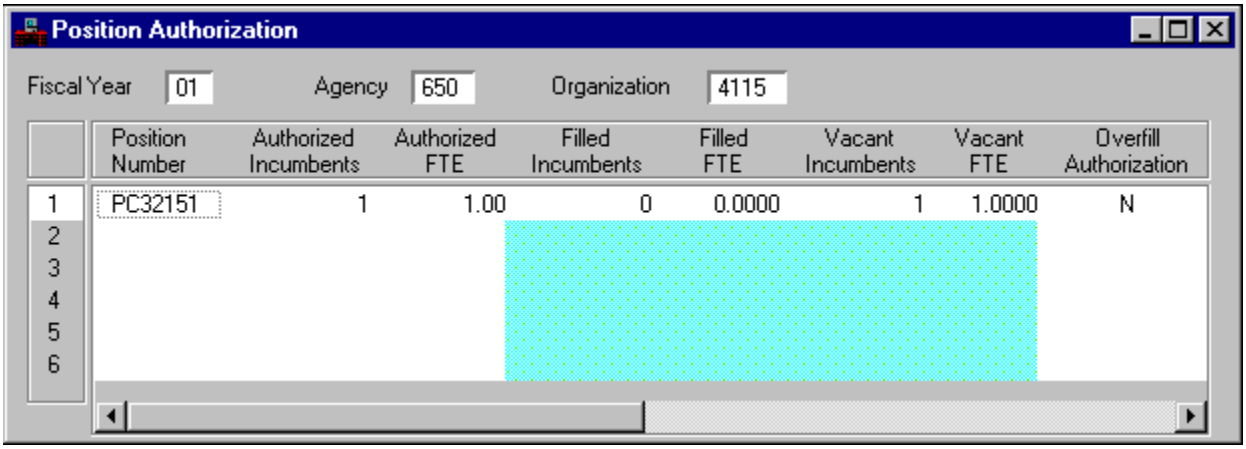
Field Name	Length	Definition
Personnel Action		**Required.** Enter a valid personnel action code. The edits on the Employment Status Maintenance (ESMT) window are modified for the personnel action code specified. Valid values are located on the Personnel Action (PART) window.
Personnel Action Reason		**Optional.** Enter the personnel action reason code associated with the personnel action specified. Valid values are located on the Personnel Action Reason (PART) window.
Effective Date		**Required.** Enter the date on which the edit rule entry becomes effective.
Expiration Date		Default is **99/99/99**. Enter the last date on which the edit rule entry is in effect.

Position Authorization (PAMT)

Purpose

The Position Authorization (PAMT) window is used to define or change the number of incumbents allowed in a position and the allowable full-time equivalents (FTE's) for that position. A position must be active and authorized in the system before an incumbent is appointed to the position.

PAMT Coding Instructions



Field Name	Length	Definition
Fiscal Year	2	**Required.** Enter the fiscal year (*yy*) for which the position is being authorized. Valid values are located on the Fiscal Year (FSYR) window. **Note:** Make sure that the year displayed is the ***fiscal year*** and not the ***calendar year***.
Agency	3	**Required.** Enter the code for the agency that controls the position. Valid values are located on the Agency Index (AGCY) window.
Organization	4	**Required.** Enter the code for the organization that controls the position. Valid values are located on the Organization Index (ORGN) window.
Position Number	7	**Required.** Enter the number of the position being authorized. Valid values are located on the Position Status Inquiry (QPST) window.

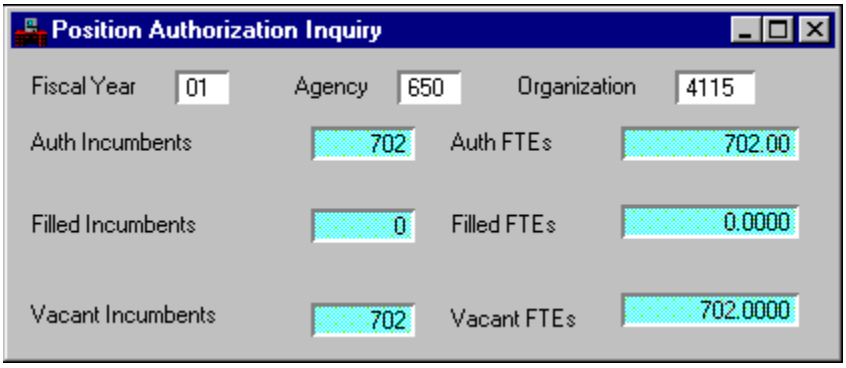
Authorized Incumbents	5	**Required.** Enter the maximum number of incumbents who can occupy the position. Most positions should be established on a one position to one employee basis to facilitate the use of the Budget Report and Analysis Support System (BRASS). Exceptions may include positions, such as seasonal workers, where many incumbents can be associated with one position.
Authorized FTE	7	**Required.** Enter the maximum number of full-time equivalents (FTEs) authorized for the position. If the new position is part-time, enter a percentage. Most positions should be established on a one position to one employee basis to facilitate the use of the Budget Report and Analysis Support System (BRASS). Exceptions may include positions, such as seasonal workers, where many FTEs can be associated with one position. **Note:** This number must be positive and can have up to two decimal places (e.g., 3.75, 1.00, etc.).
Filled Incumbents	Display Only	Displays the number of employees who currently occupy the position.
Filled FTE	Display Only	Displays the amount of full-time equivalents (FTEs) that currently fill the position.
Vacant Incumbents	Display Only	Displays the number of authorized incumbents that are vacant.
Vacant FTE	Display Only	Displays the number of authorized full-time equivalents that are vacant.
Overfill Authorization	1	**Required.** Enter **N** to indicate that only the number of incumbents and/or FTEs that are authorized can be used. The State of Missouri does not allow the number of incumbents and FTEs used to exceed the number of incumbents and FTEs authorized.
Comments	75	**Optional.** Leave blank, or enter any additional comments regarding position authorization.

Position Authorization Totals Inquiry (QPAT)

Purpose

The Position Authorization Inquiry (QPAT) window provides fiscal year totals for authorized, filled, and vacant positions. Selection criteria include Fiscal Year, Agency and Organization.

QPAT Coding Instructions



Field Name	Length	Definition
Fiscal Year	2	**Required.** Enter the fiscal year (***yy***) of the position authorization totals to be viewed. Valid values are located on the Fiscal Year (FSYR) window.
Agency	3	**Optional.** Leave blank, or enter the agency code to view position authorization totals for that agency. If left blank, position authorization totals for all agencies are displayed. Valid values are located on the Agency Index (AGCY) window.
Organization	4	**Conditional.** Optional if **Agency** is entered; otherwise, leave blank. Enter the organization code to view position authorization totals for that organization. If **Agency** is entered and organization left blank, position authorization totals for all organizations within the entered agency are displayed. Valid values are located on the Organization Index (ORGN) window.
Authorized Incumbents	Display Only	Displays the total number of authorized incumbents for the specified fiscal year, agency and organization.

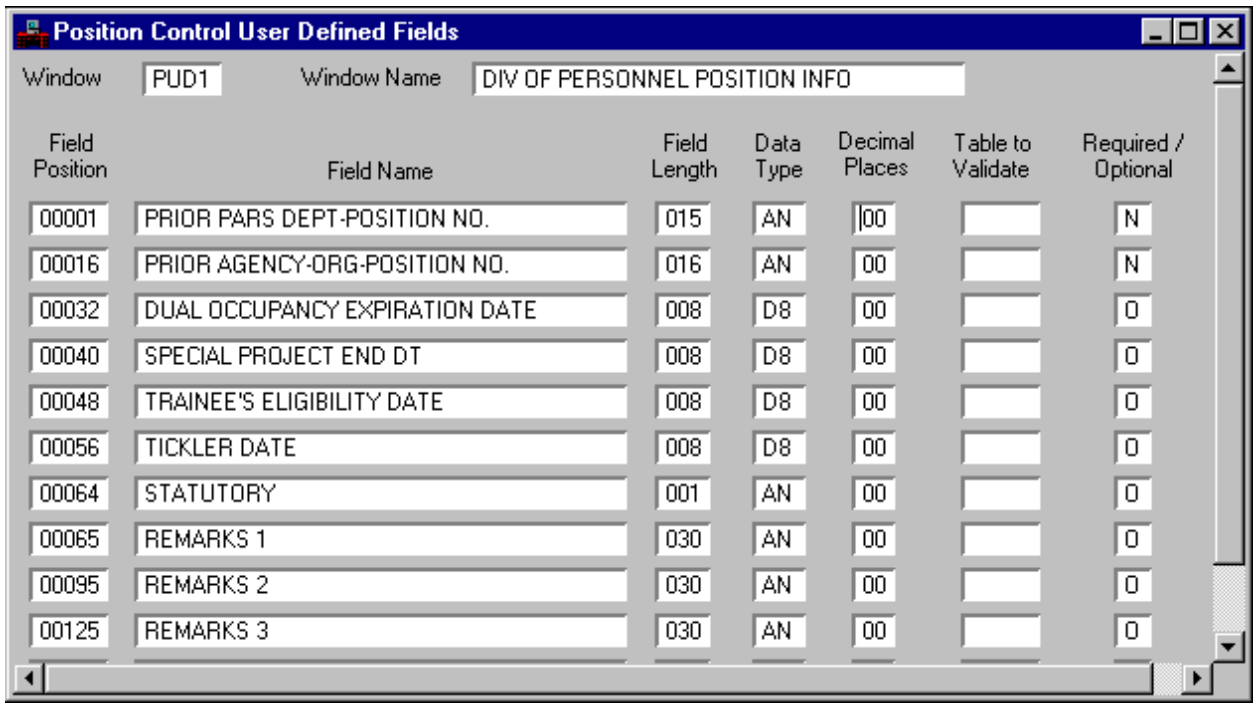
Authorized FTEs	Display Only	Displays the total number of authorized full time equivalents (FTEs) for the specified fiscal year, agency and organization.
Filled Incumbents	Display Only	Displays the total number of filled incumbents for the specified fiscal year, agency and organization.
Filled FTEs	Display Only	Displays the total number of filled full time equivalents (FTEs) for the specified fiscal year, agency and organization.
Vacant Incumbents	Display Only	Displays the total number of vacant incumbents for the specified fiscal year, agency and organization.
Vacant FTEs	Display Only	Displays the total number of vacant full time equivalent (FTEs) for the specified fiscal year, agency and organization.

Position Control User Defined Fields (PUDF)

Purpose

The Position Control User Defined Fields (PUDF) window is used to create fields for the position control user defined windows (PUD1, PUD2 and PUD3). The Position Control User Defined Window 1 (PUD1) displays special conditions that may be associated with a position. The Division of Personnel is responsible for completing the PUD1 window. Agencies are limited to "view only" status of this window. The Position Control User Defined Window 2 (PUD2) is used to record specialty codes, if any exist, for a position. The Position Control User Defined Window 3 (PUD3) is used to record miscellaneous position information. Each agency can use this window at its discretion to capture information specific to its agency and/or organizations. If the agency/organization intends to report on the entered information, each field should be used in a consistent manner.

PUDF Coding Instructions



Field Name	Length	Definition
Window	4	**Required.** Enter the user defined window identification code. Valid values are **PUD1, PUD2** and **PUD3**.
Window Name	30	**Required.** Enter the name of the user defined window.
Field Position (1-12)	5 x 12	**Required.** Enter the field position number. Each field position number must be unique and consecutive (e.g., the first field is position 00001). To determine the position of the next field, add the field position to the **Field Length**, and the sum is the next field position (e.g., if the first **Field Length** is six characters, add six to 00001 to get the next field position of 00007).
Field Name (1-12)	30 x 12	**Required.** Enter a name for the field.
Field Length (1-12)	3 x 12	**Required.** Enter the number of characters allowed in the **Field Name**.
Data Type (1-12)	2 x 12	**Required.** Enter the code that defines the type of data to be entered in the "Field Name". Valid values are **AN** for alphanumeric; **NM** for numeric only; **D6** for a date in *mm/dd/yy* format; and **D8** for a date in *mm/dd/ccyy* format.

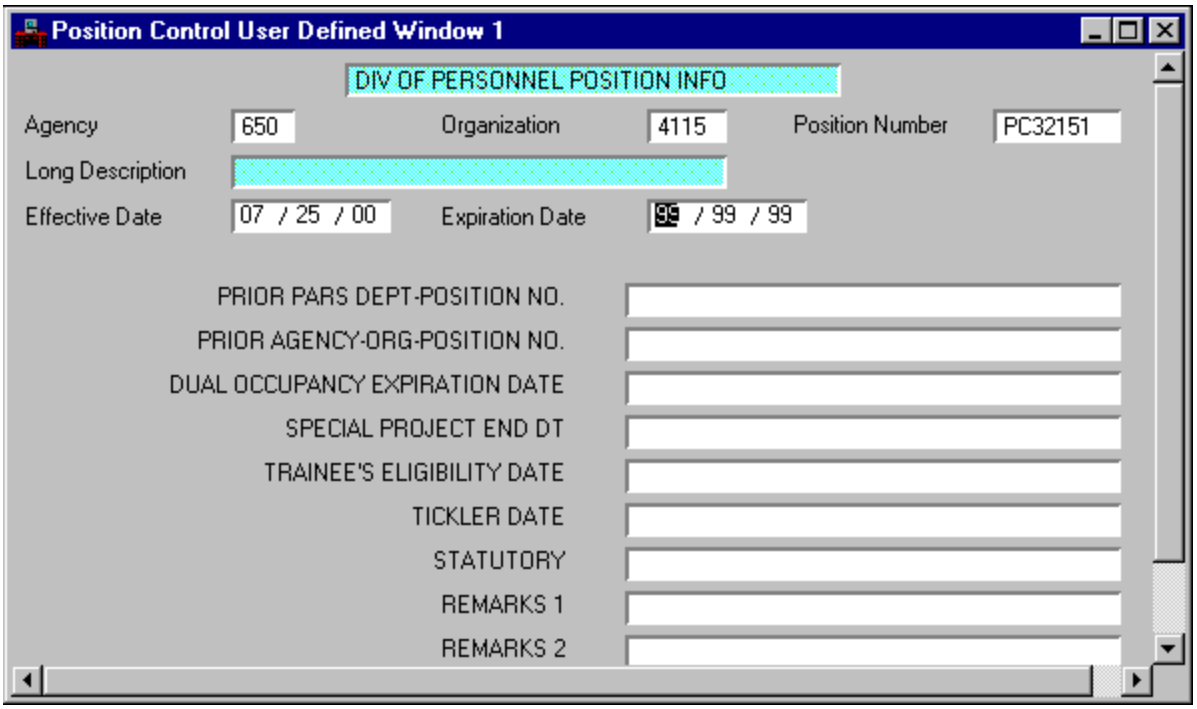
Decimal Places (1-12)	2 x 12	Default is **00**. If **Data Type** is ***NM***, enter the number of decimal places allowed after the decimal point.
Table to Validate (1-12)	4 x 12	**Optional.** Leave blank, or enter the identification code of the reference table on which the entered value must be valid.
Required/Optional (1-12)	1 x 12	Default is **O**. Enter the code to indicate whether or not the user is required to enter information into certain fields. Valid values are **O** if the user has the option to enter information in a field; **R** if the user is required to enter information in a field; and **N** if the user is allowed to enter information in a field only once and then the field becomes display only.

Position Control User Defined Window 1 (PUD1)

Purpose

The Position Control User Defined Window 1 (PUD1) is used to view and record special conditions that may be associated with a position. Agencies are limited to view only status of this window; however, agency-specific information must be entered into the Agency, Organization and Position Number fields in order to view the information.

PUD1 Coding Instructions



Field Name	Length	Definition
(Window Name)	Display Only	Displays the window name **DIV OF PERSONNEL POSITION INFO**.
Agency	3	**Required.** Enter the code for the agency that controls the position. Valid values are located on the Agency Index (AGCY) window.
Organization	4	**Required.** Enter the code for the organization that controls the position. Valid values are located on the Organization Index (ORGN) window.
Position Number	7	**Required.** Enter the position number. Valid values are located on the Position Status Inquiry (QPST) window.
Long Description	Display Only	Displays the long description of the position.
Effective Date	6	Defaults to the current date. Enter the date (*mm/dd/yy*) the position information is effective.
Expiration Date	6	Default is **99/99/99**. Enter an expiration date (mm/dd/yy) only if all of the information captured on the window will expire at the same time.

		Note: As a subsequent transaction is completed, the expiration date for the previous transaction is automatically updated to the day before the effective date of the new transaction.
Prior PARS Dept-Position No.	15	Displays the number (two characters) previously assigned to the department and the number (up to twelve characters) previously assigned to the position in the PARS system. Once a value has been entered, this field becomes display only.
Prior Agency-Org-Position No.	16	**Conditional.** Required if a position has been renumbered; otherwise, leave blank. This includes the agency, organization and position number. Enter the number previously assigned to the agency (three characters), the number previously assigned to the organization (four characters) and the number (up to seven characters) previously assigned to the position in the SAM II system. Once a value has been entered, this field becomes display only.
Dual Occupancy Expiration Date	8	**Conditional.** Required if a position is dually occupied; otherwise, leave blank. Enter the date (*mm/dd/ccyy*) the dual occupancy expires.
Restriction Expiration Date	8	**Optional.** Leave blank, or enter the date (*mm/dd/ccyy*) that the position restriction expires.
Trainee's Eligibility Date	8	**Conditional.** Required if a position is filled as a trainee; otherwise, leave blank. Enter the trainee's eligibility date (*mm/dd/ccyy*).
Tickler Date	8	**Optional.** Leave blank, or enter a tickler date (*mm/dd/ccyy*) to indicate when further action regarding a position is required.
Statutory	1	**Conditional.** Required if an unclassified position is established by statute; otherwise, leave blank. Enter an **S** if the position is established by statute.
Remarks 1	30	**Optional.** Leave blank, or enter any additional remarks related to the position.

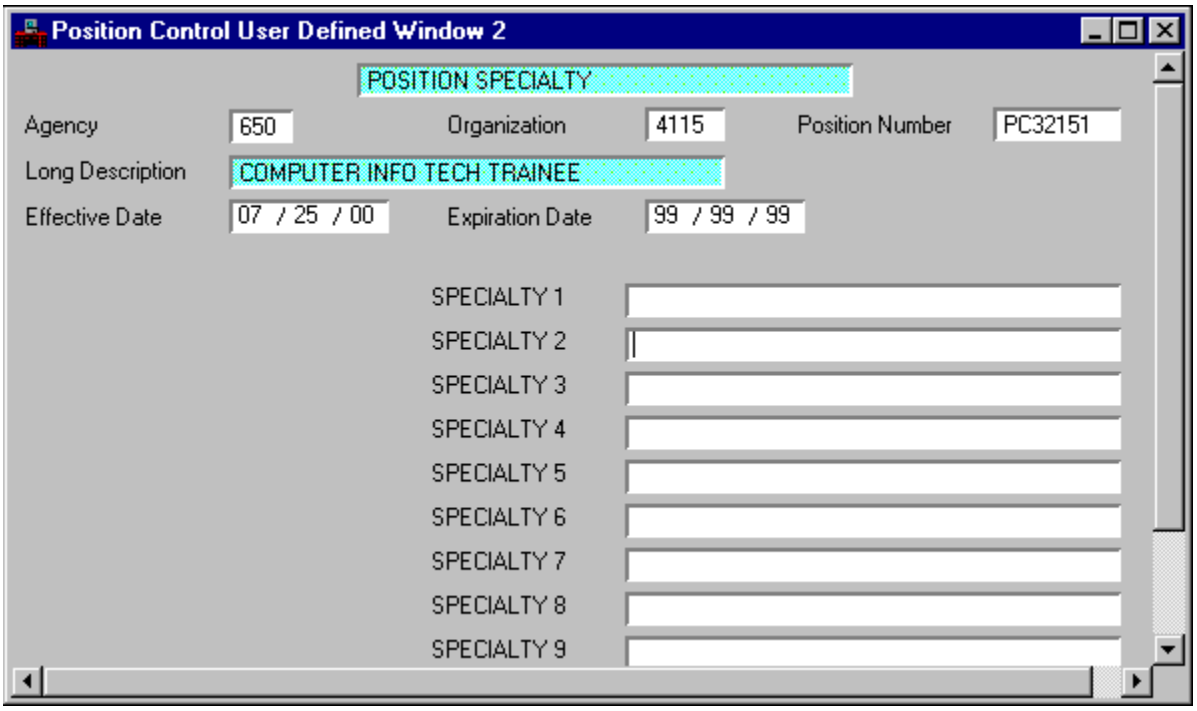
Remarks 2	30	**Optional.** Leave blank, or enter any additional remarks related to the position.
Remarks 3	30	**Optional.** Leave blank, or enter any additional remarks related to the position.
Remarks 4	30	**Optional.** Leave blank, or enter any additional remarks related to the position.
Remarks 5	30	**Optional.** Leave blank, or enter any additional remarks related to the position.

Position Control User Defined Window 2 (PUD2)

Purpose

The Position Control User Defined Window 2 (PUD2) is used to record specialty codes, if any exist, for a position.

PUD2 Coding Instructions



Field Name Length Definition

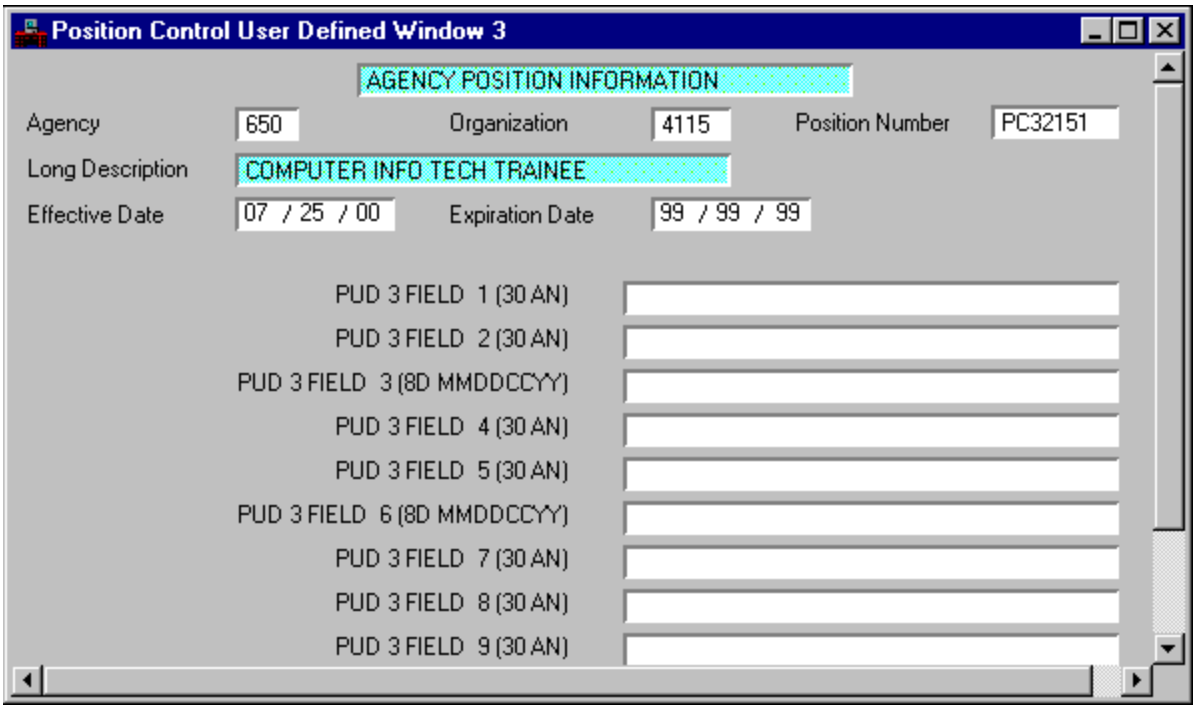
(Window Name)	Display Only	Displays the window name **POSITION SPECIALTY**.
Agency	3	**Required.** Enter the code for the agency that controls the position. Valid values are located on the Agency Index (AGCY) window.
Organization	4	**Required.** Enter the code for the organization that controls the position. Valid values are located on the Organization Index (ORGN) window.
Position Number	7	**Required.** Enter the position number. Valid values are located on the Position Status Inquiry (QPST) window.
Long Description	Display Only	Displays the long description of the position.
Effective Date	6	Defaults to the current date. Enter the date (*mm/dd/yy*) the position information is effective.
Expiration Date	6	Default is **99/99/99**. Enter an expiration date (*mm/dd/yy*) only if all of the information captured on the window will expire at the same time. **Note:** As a subsequent transaction is completed, the expiration date for the previous transaction is automatically updated to the day before the effective date of the new transaction.
Specialty (1-12)	30 x 12	**Conditional.** Required if specialty codes exist for a position; otherwise, leave blank. Valid values are located on the User Defined Master Table 1 (TBL1) window.

Position Control User Defined Window 3 (PUD3)

Purpose

The Position Control User Defined Window 3 (PUD3) is used to record miscellaneous position control information.

PUD3 Coding Instructions



Field Name	Length	Definition
(Window Name)	Display Only	Displays the window name.
Agency	3	**Required.** Enter the code for the agency that controls the position. Valid values are located on the Agency Index (AGCY) window.
Organization	4	**Required.** Enter the code for the organization that controls the position. Valid values are located on the Organization Index (ORGN) window.
Position Number	7	**Required.** Enter the position number. Valid values are located on the Position Status Inquiry (QPST) window.
Long Description	Display Only	Displays the long description of the position.
Effective Date	6	Defaults to the current date. Enter the date (*mm/dd/yy*) the position information is effective.
Expiration Date	6	Default is **99/99/99**. Enter an expiration date (*mm/dd/yy*) only if all of the information captured on the window will expire at the same time.

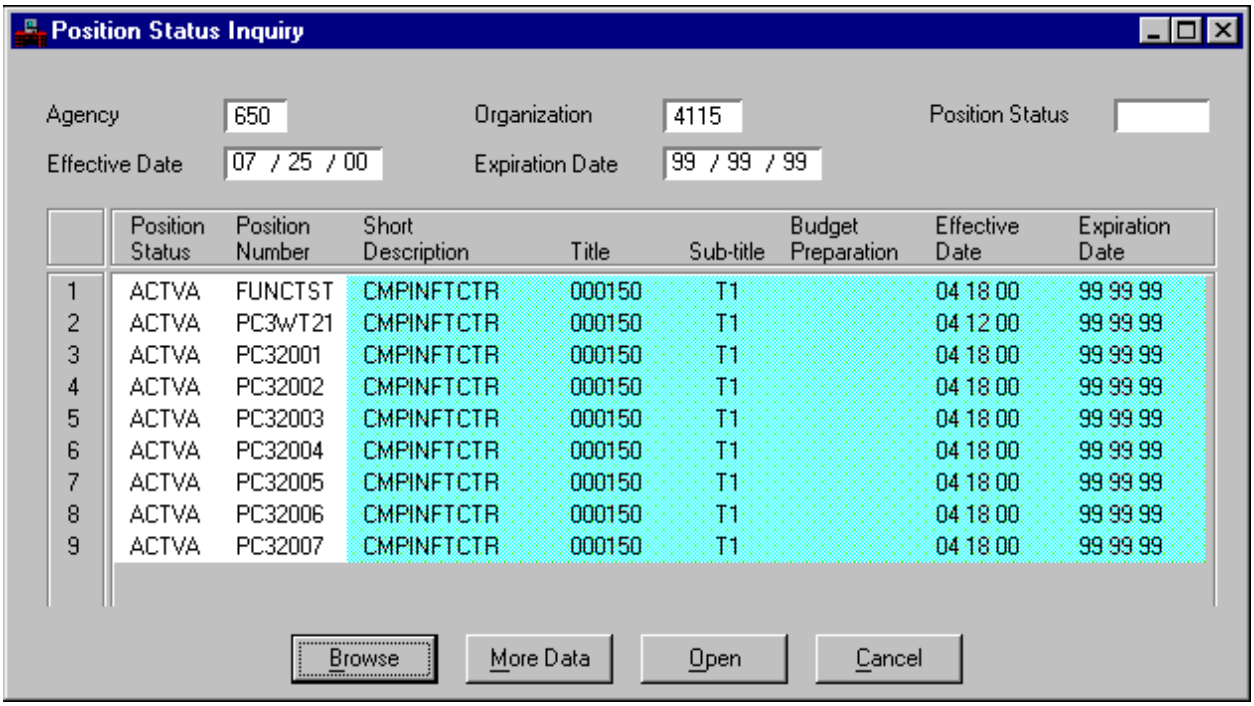
		Note: As a subsequent transaction is completed, the expiration date for the previous transaction is automatically updated to the day before the effective date of the new transaction.
PUD3 FIELD 1 (30AN)	30	30 characters, alpha-numeric
PUD3 FIELD 2 (30AN)	30	30 characters, alpha-numeric
PUD3 FIELD 3 (8D MMDDCCYY)	30	8 characters, date field
PUD3 FIELD 4 (30AN)	30	30 characters, alpha-numeric
PUD3 FIELD 5 (30AN)	30	30 characters, alpha-numeric
PUD3 FIELD 6 (8D MMDDCCYY)	30	8 characters, date field
PUD3 FIELD 7 (30AN)	30	30 characters, alpha-numeric
PUD3 FIELD 8 (30AN)	30	30 characters, alpha-numeric
PUD3 FIELD 9 (30AN)	30	30 characters, alpha-numeric
PUD3 FIELD 10 (30AN)	30	30 characters, alpha-numeric
PUD3 FIELD 11 (30AN)	30	30 characters, alpha-numeric
PUD3 FIELD 12 (30AN)	30	30 characters, alpha-numeric

Position Folder (QPSTF)

Purpose

The Position Folder (QPSTF) provides a quick way to consolidate and review all information related to a position. It groups all of a position's information together, much like a folder in a filing cabinet. Selection criteria include Agency, Organization, Position Status, Effective Date, and Expiration Date.

QPSTF Coding Instructions



Field Name	Length	Definition
Agency	3	**Required.** Enter the agency code to view position status information for that agency. Valid values are located on the Agency Index (AGCY) window.
Organization	4	**Required.** Enter the organization code to view position status information for that organization. Valid values are located on the Organization Index (ORGN) window.

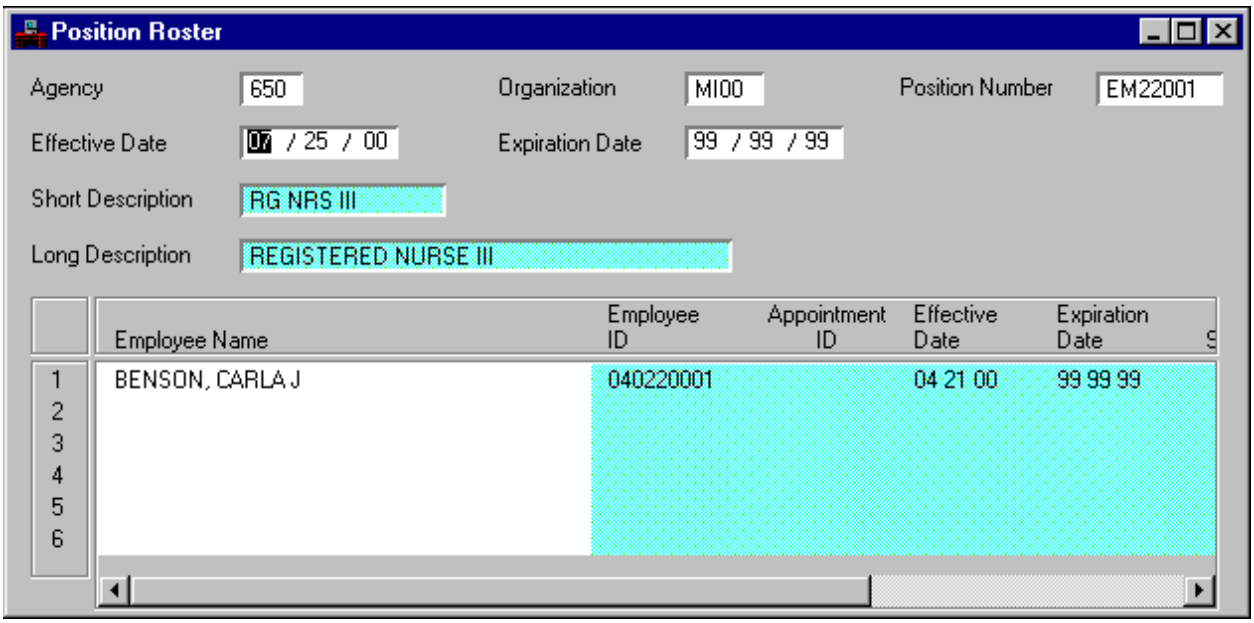
Position Status	5	**Optional.** Leave blank, or enter a position status code to restrict the inquiry to positions with that particular status. Valid values are located on the Position Status (PSTS) window.
Effective Date	6	Default is the current date. Enter an effective date (*mm/dd/yy*) to view only information that exists as of that date.
Expiration Date	6	Default is **99/99/99**. Enter an expiration date (*mm/dd/yy*) to view only information that is valid up to that date.
Position Status	5	Displays the position status code.
Position Number	7	Displays the position number.
Short Description	Display Only	Displays the short description of the position.
Title	Display Only	Displays the position's title code.
Sub-title	Display Only	Displays the position's sub-title code.
Budget Preparation	Display Only	Displays the position's budget preparation code.
Effective Date	Display Only	Displays the date (*mm/dd/yy*) the position status information became effective.
Expiration Date	Display Only	Displays the date (*mm/dd/yy*) the position status information expires.
Browse	Button	Select browse to populate the roster.
More Data	Button	Select more data to view the next page of the roster.
Open	Button	Select open to view a list of all windows associated with the highlighted position. From this list, it is possible to open the desired windows for the highlighted position.
Cancel	Button	Select cancel to close the position folder window.

Position Roster (QPSR)

Purpose

The Position Roster (QPSR) window provides a detailed history of past and current incumbents of a position. When the agency, organization and position number are entered, this inquiry displays information on all employees for the specified position. The effective and expiration dates associated with each incumbent detail line indicate the time period the incumbent occupied the position. Selection criteria include Agency, Organization, Position Number, Effective Date, and Expiration Date.

QPSR Coding Instructions



Field Name	Length	Definition
Agency	3	**Required.** Enter the agency code to view position roster information for that agency. Valid values are located on the Agency Index (AGCY) window.
Organization	4	**Required.** Enter the organization code to view position roster information for that organization. Valid values are located on the Organization Index (ORGN) window.

Position Number	7	**Required.** Enter the position number to view position roster information for that position. Valid values are located on the Position Status Inquiry (QPST) window.
Effective Date	6	Defaults to the current date. Enter an effective date (*mm/dd/yy*) to view only information that exists as of that date.
Expiration Date	6	Defaults to **99/99/99**. Enter an expiration date (*mm/dd/yy*) to view only information that exists up to that date.
Short Description	Display Only	Displays the short description of the position.
Long Description	Display Only	Displays the long description of the position.
Employee Name	30	Displays the employee's full name (last name, first name and middle initial).
Employee ID	Display Only	Displays the employee's social security number.
Appointment ID	Display Only	Displays the employee's appointment identification number. **Note:** If this field is blank, the information displayed pertains to the employee's primary appointment. If this field contains a number, the information displayed pertains to that respective appointment.
Effective Date	Display Only	Displays the date (*mm/dd/yy*) the employee information became effective.
Expiration Date	Display Only	Displays the date (*mm/dd/yy*) the employee information expires.
Status	Display Only	Displays the employee's employment status code.
Title	Display Only	Displays the position's title code.

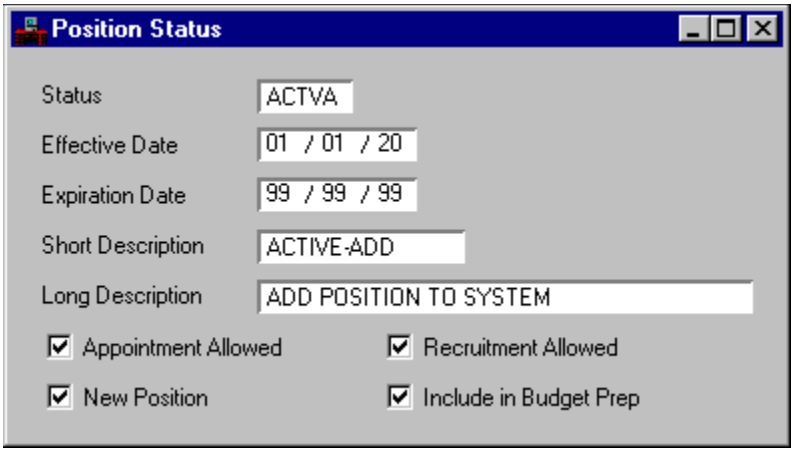
Sub-title	Display Only	Displays the position's sub-title code.

Position Status (PSTS)

Purpose

The Position Status (PSTS) window defines valid position status codes for position status maintenance transactions. This window sets flags controlling what activities are permitted based on the type of position status such as: appointment activity, recruitment activity, or if the position status allows creation of new position.

PSTS Coding Instructions



Field Name	Length	Definition
Status	5	**Required.** Enter the position status code used to add, change or expire a position.
Effective Date	6	**Required.** Enter the date (mm/dd/yy) the position status is effective.
Expiration Date	6	Default is **99/99/99**. Enter the last date (mm/dd/yy) the position status information is in effect.
Short Description	12	**Required.** Enter the short description of the position status.

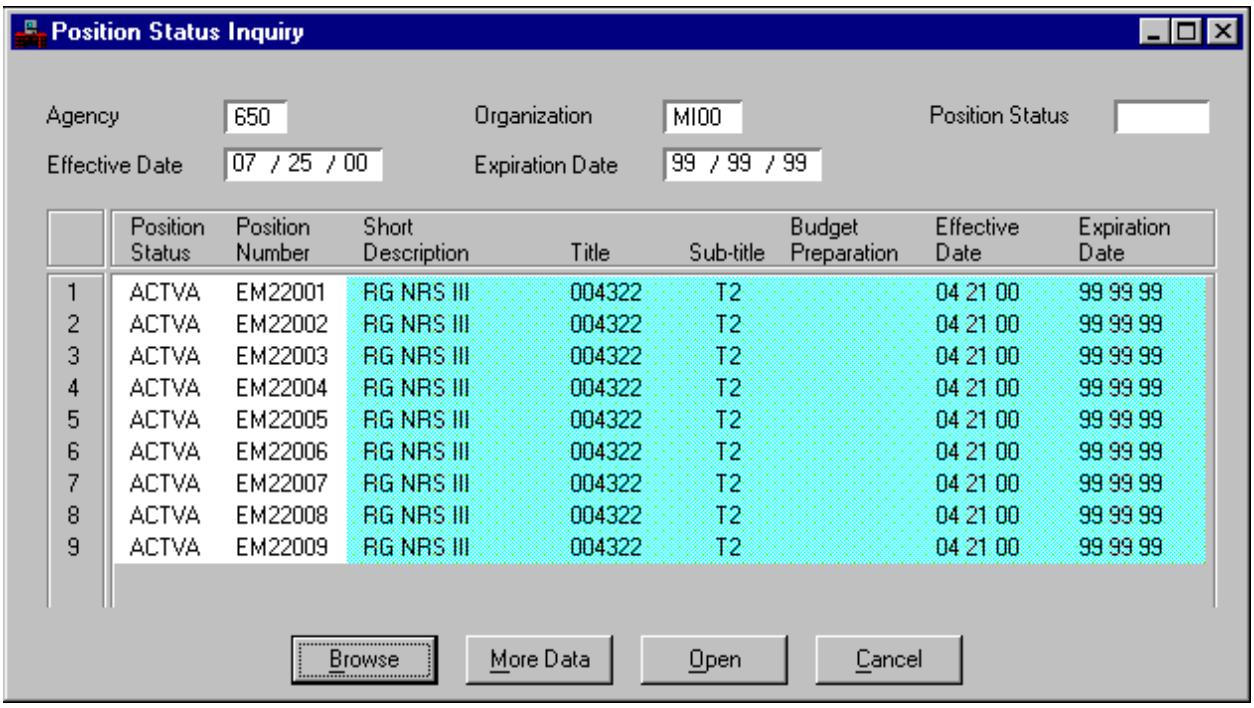
Long Description	30	Defaults to the **Short Description** entry. Enter the long description of the position status.
Appointment Allowed	Checkbox	Default is blank. Check this box if an appointment is allowed for a position with this position status. Clear if an appointment is not allowed for a position with this position status.
Recruitment Allowed	Checkbox	Default is blank. Check this box if recruitment is allowed for a position with this position status. Clear if recruitment is not allowed for a position with this position status.
New Position	Checkbox	Default is blank. Check this box if this position status results in the creation of a position. Clear if this position status does not result in a new position.
Include in Budget Prep	Checkbox	Default is blank. Check this box if a position with this position status should be included in budget forecasting. Clear if a position with this position status should not be included in budget forecasting.

Position Status Inquiry (QPST)

Purpose

The Position Status Inquiry (QPST) provides a detailed history of the past, current and future status of positions. When the agency and organization are entered, this inquiry displays a short description of each position along with the associated title, sub-title, budget preparation code and the effective and expiration dates of the status of interest for particular positions. Selection criteria include Agency, Organization, Position Status, Effective Date, Expiration Date.

QPST Coding Instructions



Field Name	Length	Definition
Agency	3	**Required.** Enter the agency code to view position status information for that agency. Valid values are located on the Agency Index (AGCY) window.
Organization	4	**Required.** Enter the organization code to view position status information for that organization. Valid values are located on the Organization Index (ORGN) window.
Position Status	5	**Optional.** Leave blank, or enter a position status code to restrict the inquiry to positions with that particular status. Valid values are located on the Position Status (PSTS) window.
Effective Date	6	Default is the current date. Enter an effective date (*mm/dd/yy*) to view only information that exists as of that date.
Expiration Date	6	Default is **99/99/99**. Enter an expiration date (*mm/dd/yy*) to view only information that is valid up to that date.
Position Status	5	Displays the position status code.

Position Number	7	Displays the position number.
Short Description	Display Only	Displays the short description of the position.
Title	Display Only	Displays the position's title code.
Sub-title	Display Only	Displays the position's sub-title code.
Budget Preparation	Display Only	Displays the position's budget preparation code.
Effective Date	Display Only	Displays the date (*mm/dd/yy*) the position status information became effective.
Expiration Date	Display Only	Displays the date (*mm/dd/yy*) the position status information expires.

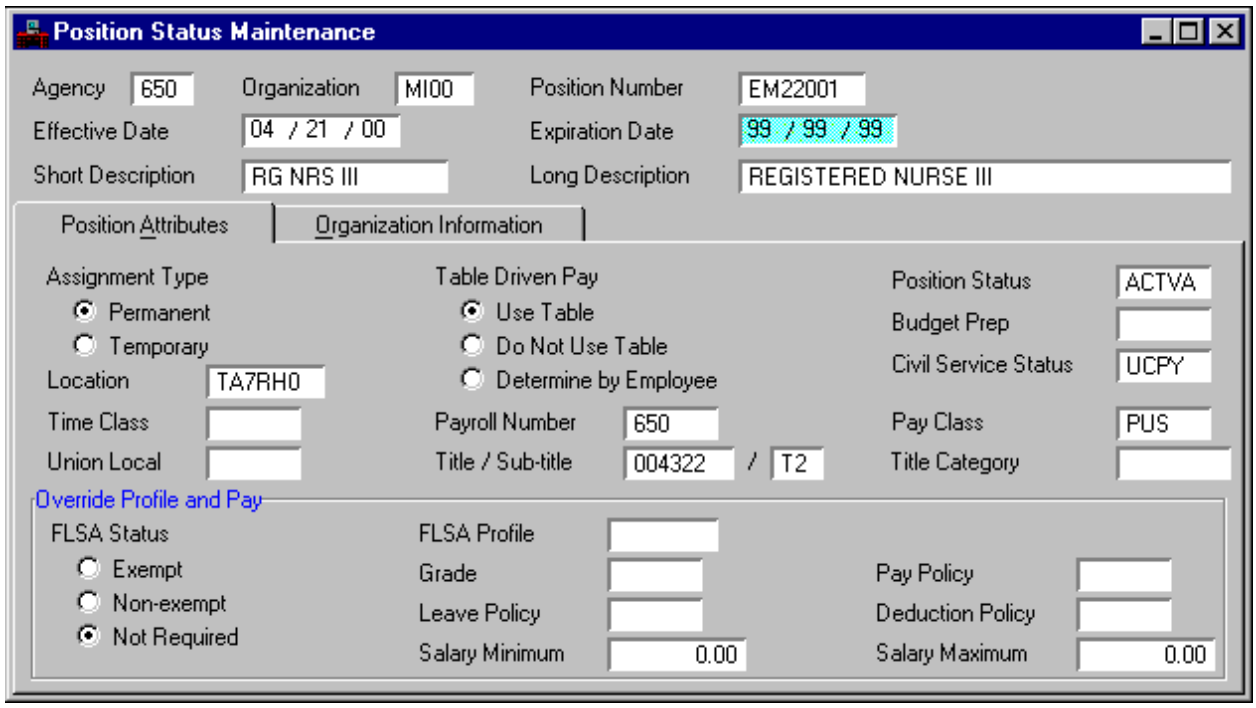
Position Status Maintenance (PSMT)

Position Status Maintenance (PSMT)/Position Attributes

Purpose

The Position Status Maintenance (PSMT) window is used to create a new position, change the status of an existing position, and define or change profile attributes of a position.

PSMT Coding Instructions



Field Name	Length	Definition
Header		
Agency	3	**Required.** Enter the code for the agency that controls the position being created, updated or expired. Valid values are located on the Agency Index (AGCY) window.
Organization	4	**Required.** Enter the code for the organization that controls the position being created, updated or expired. Valid values are located on the Organization Index (ORGN) window.
Position Number	7	**Required.** Enter a new position number to establish a new position. To change existing position information, enter the number of the position to be updated. Valid values are located on the Position Status Inquiry (QPST) window. **Note:** This may be an alpha and/or numeric entry.
Effective Date	10	**Required.** Enter the date (*mm/dd/yy*) that the position information is effective.
Expiration Date	Display Only	Displays the last date (*mm/dd/yy*) the position information is in effect.

		Note: The system displays 99/99/99 as the expiration date on the most recent transaction. As a subsequent transaction is completed, the expiration date for the previous transaction is automatically updated to the day before the effective date of the new transaction.
Short Description	12	**Required.** Enter a brief description of the position being created or updated. For UCP agencies, this description should match the short description on the Title (TITL) window, or reflect an alternative description as agreed upon by the agency and the Division of Personnel.
Long Description	30	Defaults to the **Short Description** entry. Enter the long description of the position being created or updated. For UCP agencies, if this description is entered, it should match the long description on the Title (TITL) window, or reflect an alternative description as agreed upon by the agency and the Division of Personnel.
Detail		
Assignment Type	Radio Buttons	Defaults to **Permanent**. Select a value to indicate whether the position is **Permanent** or **Temporary**.
Table Driven Pay	Radio Buttons	Defaults to **Determine By Employee**. Select a value to indicate how the base pay for the position is determined. Valid values are **Use Table** if the base pay for the position is table-driven (e.g., UCP grid A, Highway Patrol grid D, Conservation grid, etc.); **Do Not Use Table** if the base pay of the position is not table-driven; and **Determine by Employee** if the base pay for the position is determined on an employee-by-employee basis.
Position Status	5	**Required.** Enter the position status code. Valid values are located on the Position Status (PSTS) window. **Note:** When inactivating a position, the expiration date on the corresponding position control user defined windows (PUD1, PUD2 and PUD3) should be changed to reflect the position inactivation date.

Budget Prep	5	This field is not being used by the State of Missouri.
Location	6	**Required.** Enter the location code for the position. Valid values are located on the Location (LOC) window.
Civil Service Status	5	**Required.** Enter the civil service status (e.g., UCP merit, UCP non-merit, non-UCP, etc.) of the position. Valid values are located on the Civil Service Status (CIVS) window.
Time Class	5	This field is not being used by the State of Missouri.
Payroll Number	5	**Required.** Enter the agency code as the payroll number code. The payroll number code is used to identify payroll number groups. Valid values are located on the Payroll Number (PYNO) window.
Pay Class	5	**Required.** Enter the pay class code (e.g., hourly/positive pay, salaried/exception pay, etc.) for the position. Valid values are located on the Pay Class (PYCL) window.
Union Local	5	**Optional.** Leave blank, or enter the union local code to track positions covered by a collective bargaining unit. Valid values are located on the Union Local (ULOC) window.
Title	6	**Required.** Enter the title code (i.e., class code/index number) for the position. Valid values are located on the Title (TITL) window. **Note:** All UCP title codes begin with the number **0**. Title codes for non-UCP agencies begin with a character that has been assigned to the agency.
Sub-title	2	**Required.** Enter the sub-title code for the position. The sub-title establishes different pay, leave and deduction policies associated with a particular title. Valid values are located on the Sub-Title (STTL) window.
Title Category	6	**Conditional.** Required if multiple titles are associated with a position; otherwise, leave blank. Enter the title category code for the position. Valid values are located on the Title Category (TCAT) window.

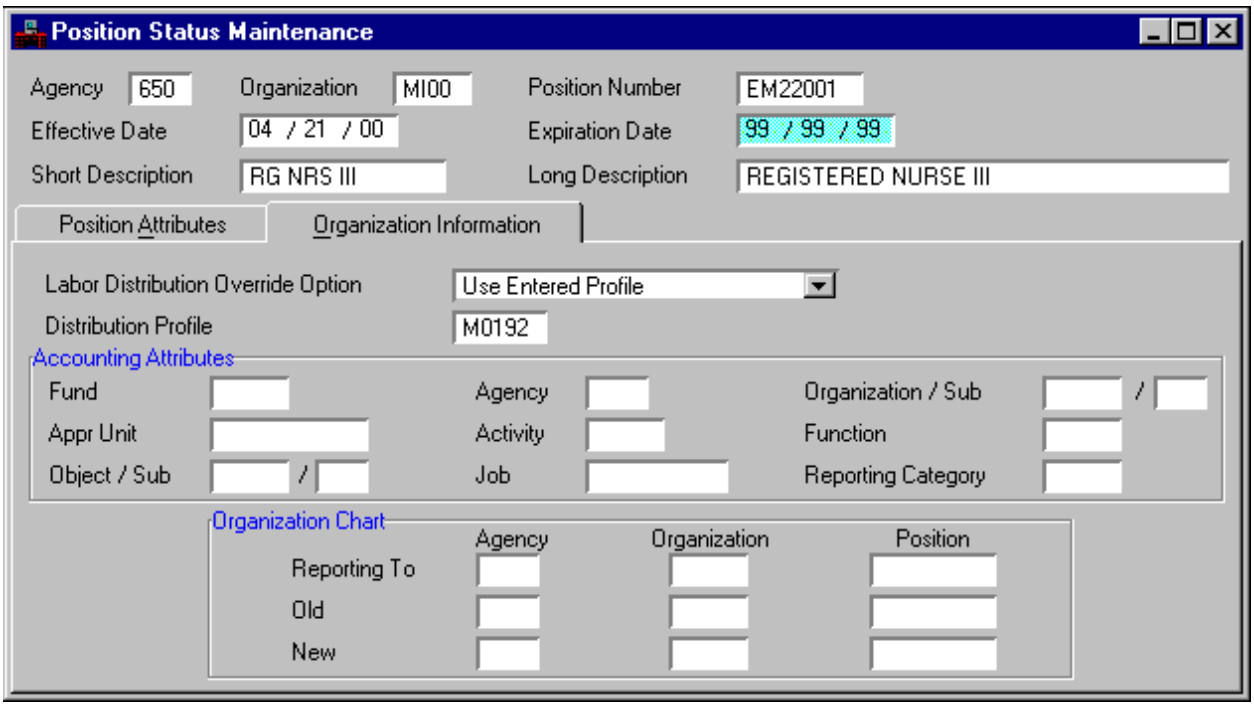
FLSA Status	Radio Buttons	Defaults to **Not Required**. Select a value to override the normal FLSA status on the Title (TITL) window. Valid values are ***Exempt, Non-exempt*** and ***Not Required***.
FLSA Profile	6	**Optional.** Leave blank, or enter the code to override the way FLSA is calculated for a position. This profile overrides the **FLSA Profile** entered on the Sub-Title (STTL) window. Valid values are located on the FLSA Profile (FLPR) window.
Grade	5	**Optional.** Leave blank, or enter the code to override the grade for the position. This grade overrides the "Grade" entered on the Title (TITL) window. Valid values are located on the Grade (GRDE) window.
Pay Policy	5	**Optional.** Leave blank, or enter the code to override the pay policy governing the pay for the position. This policy overrides the **Pay Policy** entered on the Sub-Title (STTL) window. Valid values are located on the Pay Policy (PPOL) window.
Leave Policy	5	**Optional.** Leave blank, or enter the code to override the leave policy governing leave accrual and usage for the position. This policy overrides the **Leave Policy** entered on the Sub-Title (STTL) window. Valid values are located on the Leave Policy (LPOL) window.
Deduction Policy	5	**Optional.** Leave blank, or enter the code to override the deduction policy governing deductions for the position. This policy overrides the **Deduction Policy** entered on the Sub-Title (STTL) window. Valid values are located on the Deduction Policy (DPOL) window.
Salary Minimum	10	**Optional.** Leave blank, or enter the override minimum annual salary for the position. This minimum overrides the **Salary Minimum** entered on the Title (TITL) window.
Salary Maximum	10	**Optional.** Leave blank, or enter the override maximum annual salary for the position. This maximum overrides the **Salary Maximum** entered on the Title (TITL) window.

Position Status Maintenance (PSMT)/Organization Information

Purpose

The Position Status Maintenance (PSMT) window is used to create a new position, change the status of an existing position, and define or change profile attributes of a position.

PSMT Coding Instructions



Field Name	Length	Definition
Detail		
Labor Distribution Override Option	Dropdown Menu	Defaults to **Use Employee Assignment**; however, this option is not being used by the State of Missouri. Select one of the valid labor distribution override options. Valid values are ***Use Entered Accounting Values*** to use the following override accounting attributes; and ***Use Entered Profile*** to use an override labor distribution profile.
Distribution Profile	5	**Conditional.** Required if **Labor Distribution Override Option** is ***Use Entered Profile***; otherwise, leave blank. Enter

		the labor distribution profile code. Valid values are located on the Labor Distribution Profile (LDPR) window.
Fund	4	**Conditional.** Required if **Labor Distribution Override Option** is ***Use Entered Accounting Values***; otherwise, leave blank. Enter the fiscal or accounting entity under which the position falls. Valid values are located on the Fund Index (FUND) window. **Note:** If fund is required but left blank, and **Agency** and **Organization** are filled in, then fund defaults to the value specified in the **Fund** field on the Organization (ORG2) window.
Agency	3	**Conditional.** Required if **Labor Distribution Override Option** is ***Use Entered Accounting Values***; otherwise, leave blank. Enter the override agency code. Agency must be valid with the entered fund. Valid fund and agency combinations are located on the Fund Agency Index (FAGY) window.
Organization	4	**Conditional.** Required if **Labor Distribution Override Option** is ***Use Entered Accounting Values***; otherwise, leave blank. Enter the override organization code. Valid values are located on the Organization Index (ORGN) window.
Sub	2	**Conditional.** Optional if **Labor Distribution Override Option** is ***Use Entered Accounting Values and Organization is entered; otherwise, leave blank. Enter a sub-organization code. Valid values are located on the Sub-Organization (SORG) window.***
Appr Unit	9	**Conditional.** Required if **Labor Distribution Override Option** is ***Use Entered Accounting Values***; otherwise, leave blank. Enter the appropriation unit code representing the dollar amount designated by law for a specific purpose. Valid values are located on the Appropriation Index (APPR) window. **Note:** This field is inferred when journal vouchers and payment vouchers are transferred to the financial system.

Activity	4	**Conditional.** Required if **Labor Distribution Override Option** is ***Use Entered Accounting Values*** and the **Exp Budget Activity Opt** on the Fund Agency Index (FAGY) window is ***Y*** or ***A***; otherwise, optional. Enter the activity code used for a further breakdown of financial activity. Valid values are located on the Activity Index (ACTV) window.
Function	4	**Conditional.** Required if **Labor Distribution Override Option** is ***Use Entered Accounting Values*** and the **Exp Budget Function Opt** on the Fund Agency Index (FAGY) window is ***Y*** or ***A***; otherwise, optional otherwise, leave blank. Enter the function code representing the budget for a group-related activity that is aimed at accomplishing a major service or regulatory responsibility. Valid values are located on the Function (FUNC) window.
Object	4	**Conditional.** Optional if **Labor Distribution Override Option** is ***Use Entered Accounting Values***; otherwise, leave blank. Enter the object code corresponding to the object of expense for the position. Valid values are located on the Object Index (OBJT) window.
Sub	2	**Conditional.** Optional if **Labor Distribution Override Option** is ***Use Entered Accounting Values*** and **Object is entered; otherwise, leave blank. Enter a sub-object code if a further breakdown of object is employed. Valid values are located on the Sub-Object (SOBJ) window.**
Job	8	**Conditional.** Optional if **Labor Distribution Override Option** is ***Use Entered Accounting Values***; otherwise, leave blank. Enter the job code used to track specific costs associated with particular projects or jobs. Valid values are located on the Job Index (JOBT) window.
Reporting Category	4	**Conditional.** Optional if **Labor Distribution Override Option** is ***Use Entered Accounting Values***; otherwise, leave blank. Enter the reporting category into which the position falls. Valid values are located on the Reporting Category (RPTG) window.

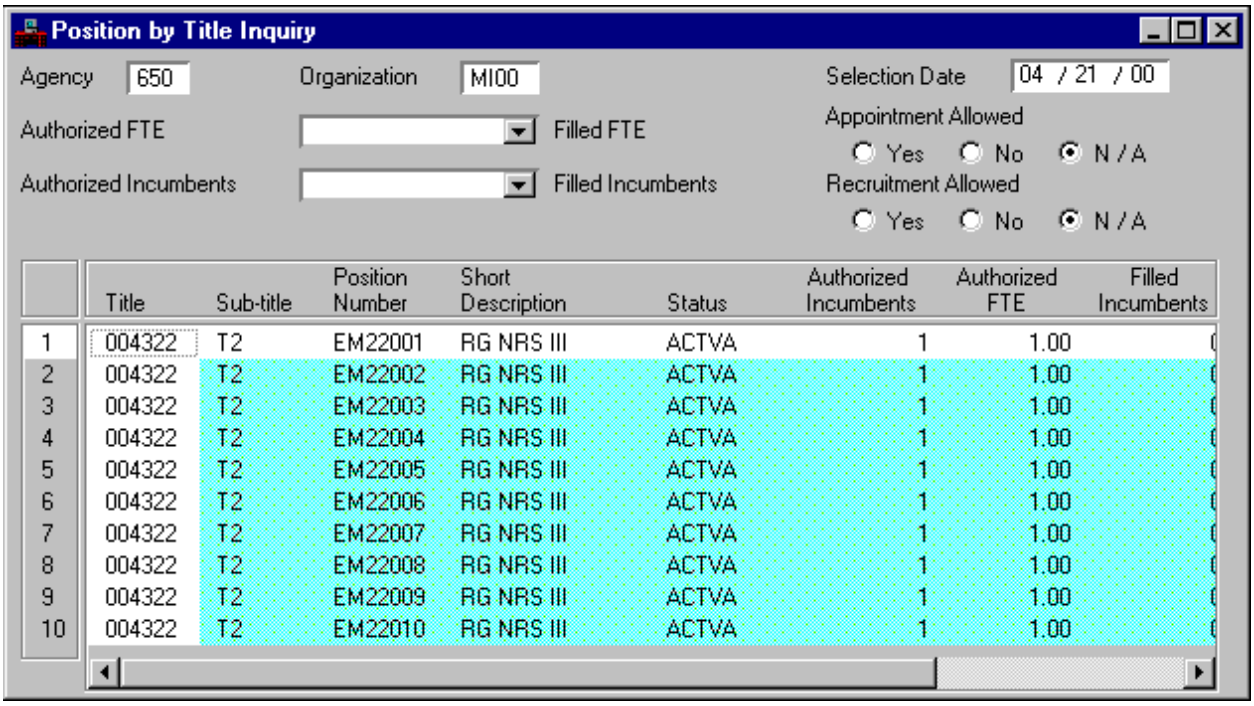
Reporting to Agency	3	**Optional.** Leave blank, or enter the code for the agency to which the employee in this position reports. Valid values are located on the Agency Index (AGCY) window.
Reporting to Organization	4	**Optional.** Leave blank, or enter the code for the organization to which the employee in this position reports. Valid values are located on the Organization Index (ORGN) window.
Reporting to Position	7	**Optional.** Leave blank, or enter the position number of the supervisor to which the employee in this position reports. Valid values are located on the Position Status Inquiry (QPST) window.
Old Agency	3	**Optional.** Leave blank, or enter the code for the agency that previously controlled this position. Valid values are located on the Agency Index (AGCY) window.
Old Organization	4	**Optional.** Leave blank, or enter the code for the organization that previously controlled this position. Valid values are located on the Organization Index (ORGN) window.
Old Position	7	**Optional.** Leave blank, or enter the position number previously assigned to this position.
New Agency	3	**Optional.** Leave blank, or enter the code for the new agency that controls this position. Valid values are located on the Agency Index (AGCY) window.
New Organization	4	**Optional.** Leave blank, or enter the code for the new organization that controls this position. Valid values are located on the Organization Index (ORGN) window.
New Position	7	**Optional.** Leave blank, or enter the new position number assigned to this position. **Note:** This may be an alpha and/or numeric entry.

Positions by Title Inquiry (QPTL)

Purpose

The Position by Title Inquiry (QPTL) displays current position data within an agency and organization sorted by title. Selection criteria include Agency, Organization, and Selection Date.

QPTL Coding Instructions



Field Name	Length	Definition
Agency	3	**Required.** Enter the agency code to view position information for that agency. Valid values are located on the Agency Index (AGCY) window.
Organization	4	**Required.** Enter the organization code to view position information for that organization. Valid values are located on the Organization Index (ORGN) window.
Selection Date	6	Defaults to the current date. Enter a selection date (*mm/dd/yy*) to view only information that exists as of that date.
Authorized FTE Filled FTE	Dropdown Menu	Default is **blank**. Select ***is Equal to*** to limit the inquiry to only those positions that have the same number of authorized full time equivalents (FTEs) as filled FTEs with no overflow; ***is Greater Than*** to limit the inquiry to only those positions that

		have more authorized FTEs than filled FTEs (i.e., positions with vacancies); ***is Less Than*** to limit the inquiry to only those positions that have fewer authorized FTEs than filled FTEs (i.e., positions that are overfilled). **Note:** If this field is left blank, all positions are displayed.
Authorized Incumbents Filled Incumbents	Dropdown Menu	Default is **blank**. Select ***is Equal to*** to limit the inquiry to only those positions that have that same number of authorized incumbents as filled incumbents with no overflow; ***is Greater Than*** to limit the inquiry to only those positions that have more authorized incumbents than filled incumbents (i.e., positions with vacancies); and ***is Less Than*** to limit the inquiry to only those positions that have fewer authorized incumbents than filled incumbents (i.e., positions that are overfilled). **Note:** If this field is left blank, all positions are displayed.
Appointment Allowed	Radio Buttons	Defaults to **N/A**. Select **Yes** to limit the inquiry to positions that allow appointment; **No** to limit the inquiry to positions that do not allow appointment; or **N/A** to display both.
Recruitment Allowed	Radio Buttons	Defaults to **N/A**. Select **Yes** to limit the inquiry to positions that allow recruitment; **No** to limit the inquiry to positions that do not allow recruitment; or **N/A** to display both.
Title	6	Displays the position's title code.
Sub-title	Display Only	Displays the position's sub-title code.
Position Number	Display Only	Displays the position number.
Short Description	Display Only	Displays the short description of the position.
Status	Display Only	Displays the position status code.

Authorized Incumbents	Display Only	Displays the number of incumbents authorized for the position.
Authorized FTE	Display Only	Displays the number of full time equivalents authorized for the position.
Filled Incumbents	Display Only	Displays the number of filled incumbents in the position.
Filled FTE	Display Only	Displays the number of filled full time equivalents in the position.
Overfill Authorization	Display Only	Displays the overfill indicator. Valid values are **N** if overfill is not allowed for either incumbents or full-time equivalents (FTEs); **B** if overfill is allowed for both incumbents and FTEs; **I** if overfill is allowed for incumbents only; and **F** if overfill is allowed for FTEs only.

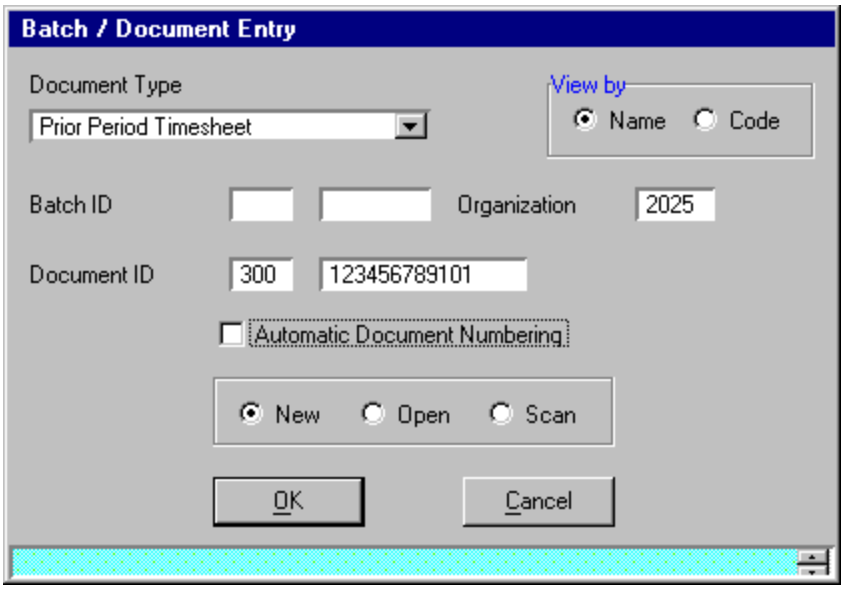
Prior Period Timesheet (PPER)

Purpose

The Prior Period Timesheet (PPER) document window is used to record time worked and leave taken during a prior pay period. Upon accessing a PPER, the user will receive the Batch/Document Entry Window. This window is used as a 'doorway' to various documents within the SAM II System, including the Prior Period Timesheet (PPER).

The 'Automatic Document Numbering' feature of the Batch/Document Entry window has been enabled statewide. Therefore, the system will automatically assign numbers to new documents as they are created. The user only needs to enter the appropriate three-digit agency number assigned the employee(s) the timesheets are being created for.

Batch/Document Entry Window Coding Instructions



Field Name	Length	Definition
View By	Radio Button	Select Name or Code.
Document Type	Dropdown Menu	Select from the Names or Codes. Valid Values are found on the Agency Index (AGCY) window.
Batch ID	...	Leave blank. Documents will not be processed as a batch.
Organization	3	**Required.** Enter the organization code appropriate to the employee(s) you will be entering timesheets for. Valid values are found on the Organization Index (ORGN) window.
Document ID	3	**Required.** Enter the agency code appropriate to the employee(s) you will be entering timesheets for. Valid values are found on the Agency Index (AGCY) window.
Document ID	...	Not Applicable. Automatic Document Numbering.
Automatic Document Numbering	Checkbox	The 'Automatic Document Numbering' feature of the Batch/Document Entry window has been enabled statewide. Therefore, the system will automatically assign numbers to new documents as they are created.

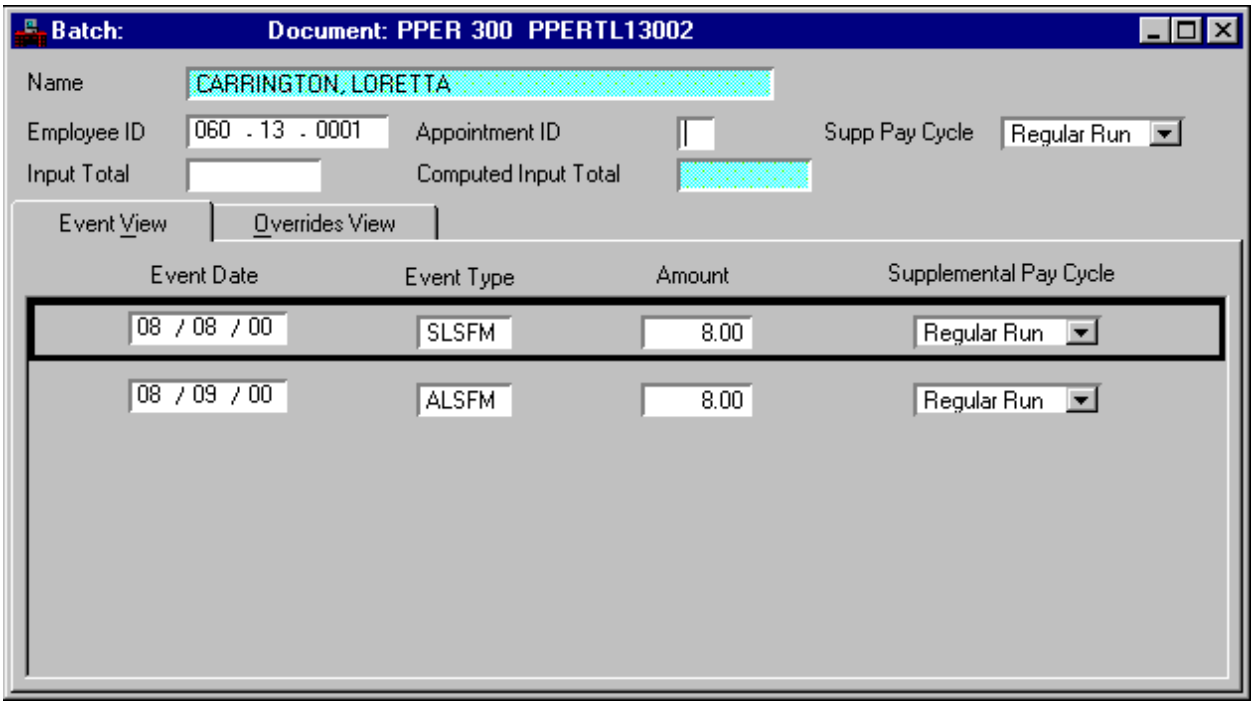
New/Open/Scan	Radio Button	Select the action you wish to take.
OK	Button	Select if you wish to proceed with this action.
Cancel	Button	Select if you wish to cancel this action. The window will close and you will need to access the window again to proceed with another action.

PPER Coding Instructions - Event View

In order to insert, copy, remove or go to specific lines of entry on the PPER, use the **Edit** 'pull-down menu' on your ADVANTAGE Desktop:

Insert Line After	Ctrl + F
Insert Line Before	Ctrl + B
Remove Line	Ctrl + R
Copy Line	Ctrl + Y
Go To Line	Ctrl + T

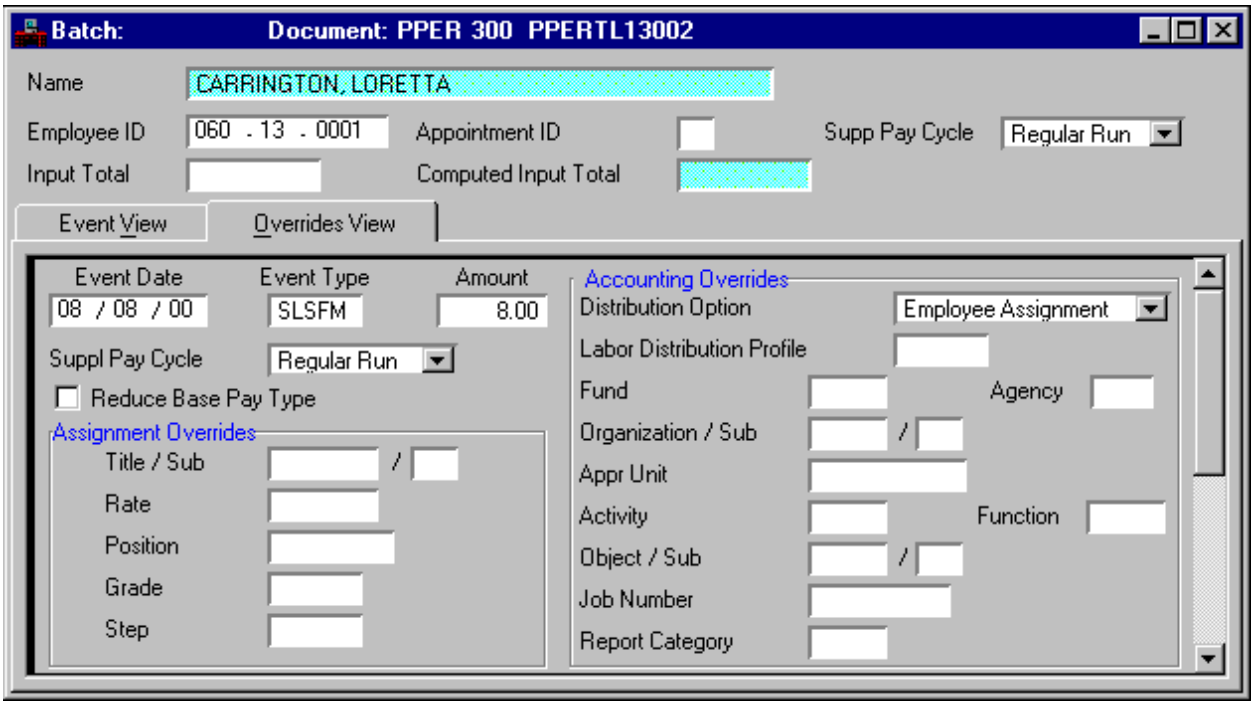
The maximum lines viewable at one time on one screen of a PPER are five.



Field Name	Length	Definition
Header		
Name	Display Only	The employee's full name (last name, first name, and middle initial) is displayed.
Employee ID	10	**Required.** Enter the employee's social security number. You can utilize 'Find Code' for a listing of employees by name, id, pay location, or agency and org.
Appointment ID	1	**Optional.** Indicates the job for which time and/or leave events are being entered. This field will be blank for employees with only one job.
Supplemental Pay Cycle	Dropdown Menu	Defaults to **Regular Run**. If entire document should be run in a supplemental pay cycle, enter the cycle. Valid values are: • ***Replacement*** • ***Pay Type*** • ***Retroactive*** • ***Regular Run***
Input Total	10	**Conditional.** Used to record the user's count of the total hours being entered on this PPER.
Computed Input Total	...	Not applicable.
Detail		
Event Date	6	**Required.** The date of the time worked or leave event.
Event Type	5	**Required.** The code designating the nature of the time or leave. Valid values are found on the Event Type (EVNT) window.
Amount	8	**Required.** The number of hours and minutes of the time or leave event. This is entered as hours and minutes, for

		example, 4.25 = 4 hours and 25 minutes, not 4 hours and 15 minutes.
Supplemental Pay Cycle	Dropdown Menu	**Conditional.** Optional, if the **Supplemental Pay Cycle** field in the header is set to ***Regular Run***; otherwise must be left blank. Select a value to indicate the supplemental pay cycle that applies to the current line. Valid values are: • ***Replacement*** • ***Pay Type*** • ***Retroactive*** • ***Regular Run***

PPER Coding Instructions - Overrides View



Field Name	Length	Definition
Detail		
Event Date	6	**Conditional.** If you are entering a new line to the PPER through the Overrides View, rather than entering it through the Event View, this field, containing the date of the time worked or leave event, is required. However, if you have already entered the line

		on the PPER, then go to the Overrides View, the Event Date will infer from the line you selected on the Event View.
Event Type	5	**Conditional.** If you are entering a new line to the PPER through the Overrides View, rather than entering it through the Event View, this field, containing the code designating the nature of the time or leave is required. However, if you have already entered the line on the PPER, then go to the Overrides View, the Event Type will infer from the line you selected on the Event View.
Amount	8	**Conditional.** If you are entering a new line to the PPER through the Overrides View, rather than entering it through the Event View, this field, containing number of hours and minutes of the time or leave event, is required. However, if you have already entered the line on the PPER, then go to the Overrides View, the Amount will infer from the line you selected on the Event View.
Reduce Base Pay Type	Checkbox	**Optional.** If you applying an accounting override, check this box to ensure pay is not generated twice for the specified event --- first, generated according to the default accounting distribution, then generated from the accounting override as well. If this pay event is to be generated in addition to the generated exception base pay, leave blank.
Assignment Overrides		
Title	...	**Not applicable.** Changes to an employee's title should be submitted through the Employment Status Maintenance Window (ESMT).
Sub Title	...	**Not applicable.** Changes to an employee's title should be submitted through the Position Status Maintenance Window (PSMT).
Rate	...	**Not applicable**. Changes to an employee's rate should be submitted through the ESMT.
Position	...	**Not applicable.** Changes to an employee's position assignment should be submitted through the ESMT.

Grade	...	**Not applicable.** Changes to an employee's grade should be submitted through the PSMT.
Step	...	**Not applicable.** Changes to an employee's step should be submitted through the ESMT.

Assignment Overrides

Distribution Option	Dropdown Menu	**Optional.** Select a value to indicate the option to use to override the labor distribution for this particular event. Valid values are: • ***Employee Assignment*** to use the employee's default labor distribution attributes; • ***Entered Accounting Values*** to use the accounting attributes the user will enter here on this window panel; • ***Entered Profile*** to use a designated labor distribution profile; • ***Position Assignment*** to use the accounting attributes assigned to the employee's position.
Labor Distribution Profile	5	**Conditional.** Required if **Distribution Option** is ***Entered Profile***; otherwise, leave blank. Enter the labor distribution profile value to override this particular event. Valid values are located on the Labor Distribution Profile (LDPR) window.
Fund	4	**Conditional.** Required if **Distribution Option** is ***Entered Accounting Values***; otherwise, leave blank. Enter the fund value to override this particular event. Valid values are located on the Fund (FUND) window. **NOTE:** If **Fund** is required but left blank and **Agency** and **Organization** are filled in, then **Fund** defaults to the value specified in the **Fund** field on the Organization (ORG2) window.
Agency	3	**Conditional.** Required if **Distribution Option** is ***Entered Accounting Values***; otherwise, leave blank. Enter the agency value to override this particular event. Agency must be valid with

		the entered Fund. Valid fund and agency combinations are located on the Fund Agency Index (FAGY) window.
Organization	4	**Conditional.** Required if **Distribution Option** is ***Entered Accounting Values***; otherwise, leave blank. Enter the organization value to override this event. Valid values are located on the Organization Index (ORGN) window.
Sub	2	**Conditional.** Optional if **Organization** is entered; otherwise, leave blank. Enter the sub-organization value to override this particular event. Valid values are located on the Sub-Organization (SORG) window.
Appr Unit	9	**Conditional.** Required if **Distribution Option** is ***Entered Accounting Values***; otherwise, leave blank. Enter the appropriation unit code value to override this particular event. Appropriation unit code is inferred when journal vouchers and payment vouchers are transferred to the financial system. Valid values are located on the Appropriation Index (APPR) window.
Activity	4	**Conditional.** ; Required if **Distribution Option** is ***Entered Accounting Values***; otherwise, leave blank. Enter the activity code value to override this particular event. Activity codes are used for a further breakdown of financial activity. Valid values are located on the Activity Index (ACTY) window.
Function	4	**Conditional.** Required if **Distribution Option** is ***Entered Accounting Values***; otherwise, leave blank. Enter the function code value to override this particular event. Function codes represent the budgets for group-related activities aimed at accomplishing a major service or regulatory responsibility. Valid values are located on the Function (FUNC) window.
Object	4	**Conditional.** Optional if **Distribution Option** is ***Entered Accounting Values***; otherwise, leave blank. Enter the object code value to override this particular event. Object codes correspond to the object of expense provided by the position. Valid values are located on the Object (OBJ2) window.

Sub	2	**Conditional.** Optional if **Distribution Option** is ***Entered Accounting Values***; otherwise, leave blank. Enter the sub-object value to override this particular event. Sub-object codes offer a further breakdown of object codes. Valid values are located on the Sub-Object (SOBJ) window.
Job Number	8	**Conditional.** Optional if **Distribution Option** is ***Entered Accounting Values***; otherwise, leave blank. Enter the job code value to override this particular event. Job codes are used to track specific costs associated with particular projects or jobs. Valid values are located on the Job Index (JOBT) window.
Report Category	4	**Conditional.** Optional if **Distribution Option** is ***Entered Accounting Values***; otherwise, leave blank. Enter the report category value into which the position falls to override this particular event. Valid values are located on the Reporting Category (RPTG) window.

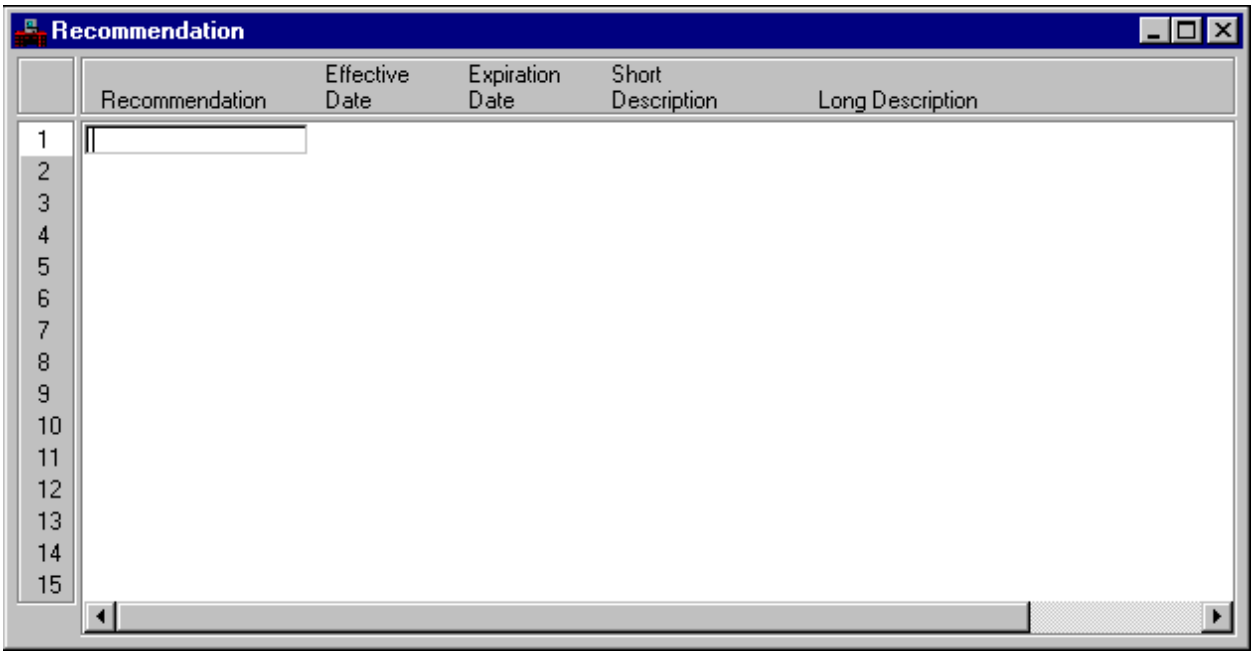
R

Recommendation (RCMD)

Purpose

The Recommendation (RCMD) window is used to define codes which describe any recommendations relating to applicants. For example, an interviewer can recommend that an applicant is suited for a management position based on his or her background.

RCMD Coding Instructions



Field Name	Length	Definition
Recommendation	5	**Required.** Enter the recommendation code to add, change, or expire a recommendation.
Effective Date	6	**Required.** Enter the date (***mm/dd/yy***) the information becomes effective.
Expiration Date	6	Default is **99/99/99**. Enter the last date (***mm/dd/yy***) the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the recommendation code.
Long Description	30	Default is the **Short Description** entry. Enter the new or changed long description of the recommendation code.

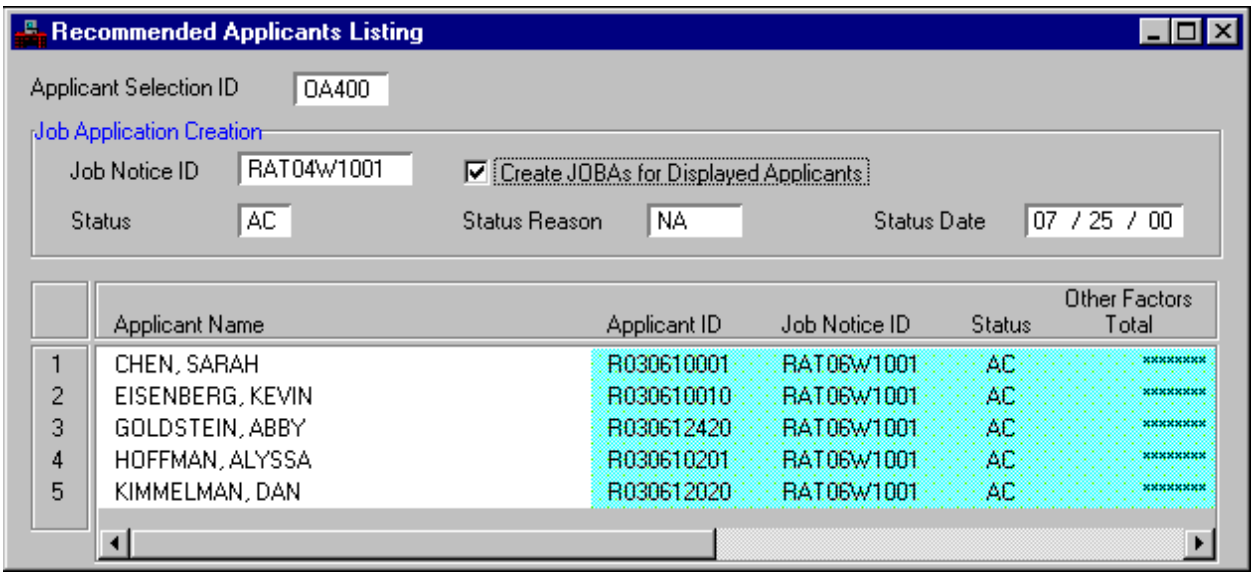
Recommended Applicant Listing (RAPL)

Purpose

The Recommended Applicants Listing (RAPL) window displays all applicants meeting the applicant selection criteria as defined by an Applicant Selection ID on the Applicant Selection Definition (ASDF) window. You can use this window to generate job applications

by entering a job notice ID, applicant status, status reason, and status date. Note: Application updates from this window are not subject to automatic status update processing. The application statuses must be manually updated.

RAPL Coding Instructions



Field Name	Length	Definition
Applicant Selection ID	5	**Required.** Enter the code used to select applicants for display. Valid values are located on the Applicant Selection Definition (ASDF) window.
Job Notice ID	10	**Optional.** Leave blank, or enter the job notice ID for which the new job applications generated from this window are valid.
Status	2	**Optional.** Leave blank, or enter the current status of the job application that is being generated. Valid values are located on the Applicant Status (APST) window.
Status Reason	5	**Optional.** Leave blank, or enter the code that contains the reason for assigning the status of the job application that is being generated. Valid values are located on the Applicant Status Reason (APSR) window.
Status Date	6	**Optional.** Leave blank, or enter the date (***mm/dd/yy***)of the job application.

Create JOBAs for Displayed Applicants	Checkbox	Default is blank. Check this box if job applications should be generated for all displayed applicants. Clear if generation of job applications does not apply to this list of applicants, or individual applicants are selected using **Create JOBA**. **Note:** Job applications are generated only for those applicants that appear on the window at that moment.
Applicant Name	30	**Optional.** Leave blank, or enter all or part of an applicant's name to begin the display on that applicant. The selected applicant's full name (last name, first name, and middle initial) is displayed.
Applicant ID	Display Only	Displays the number used to identify the applicant.
Job Notice ID	Display Only	Displays the job notice ID for which the applicant has applied.
Status	Display Only	Displays the applicant's status.
Other Factors Total	Display Only	Displays the applicant's other factors test average, as calculated by the system.
Interview Average	Display Only	Displays the applicant's interview average, as calculated by the system.
License	Display Only	Displays the first license code used to select the applicant.
License	Display Only	Displays the second license code used to select the applicant.
Ethnicity	Display Only	Displays the applicant's ethnicity.
Recommendation	Display Only	Displays the applicant's recommendation code for the listed job notice.

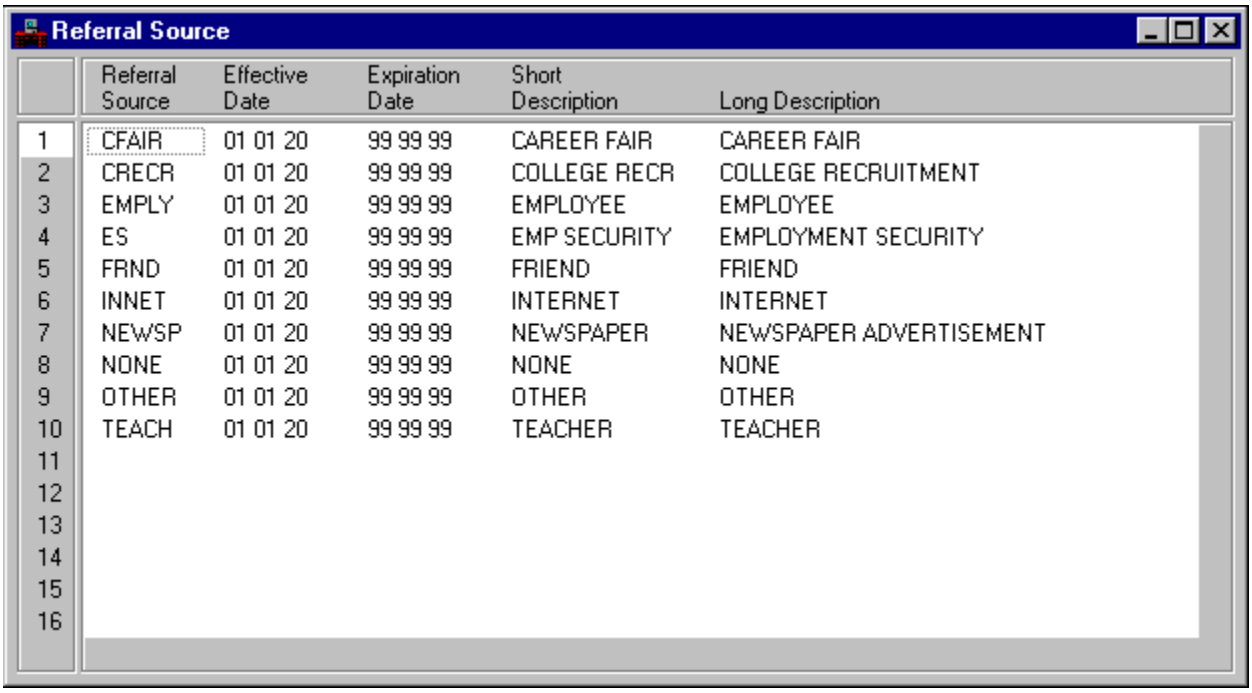
Preferred Start Date	Display Only	Displays the applicant's preferred start date (***mm/dd/yy***).
Create JOBA	1	Default is **N**. Optional if **Create JOBAs for Displayed Applicants** is blank; otherwise, enter ***N***. This field can be used to create job applications on an individual basis, rather than for all applicants displayed. Enter ***Y*** to generate a job application for this applicant for the entered **Job Notice ID**.

Referral Source (REFR)

Purpose

The Referral Source (REFR) window is used to define the codes which identify the possible sources where an applicant heard of the job opening.

REFR Coding Instructions



Field Name	Length	Definition

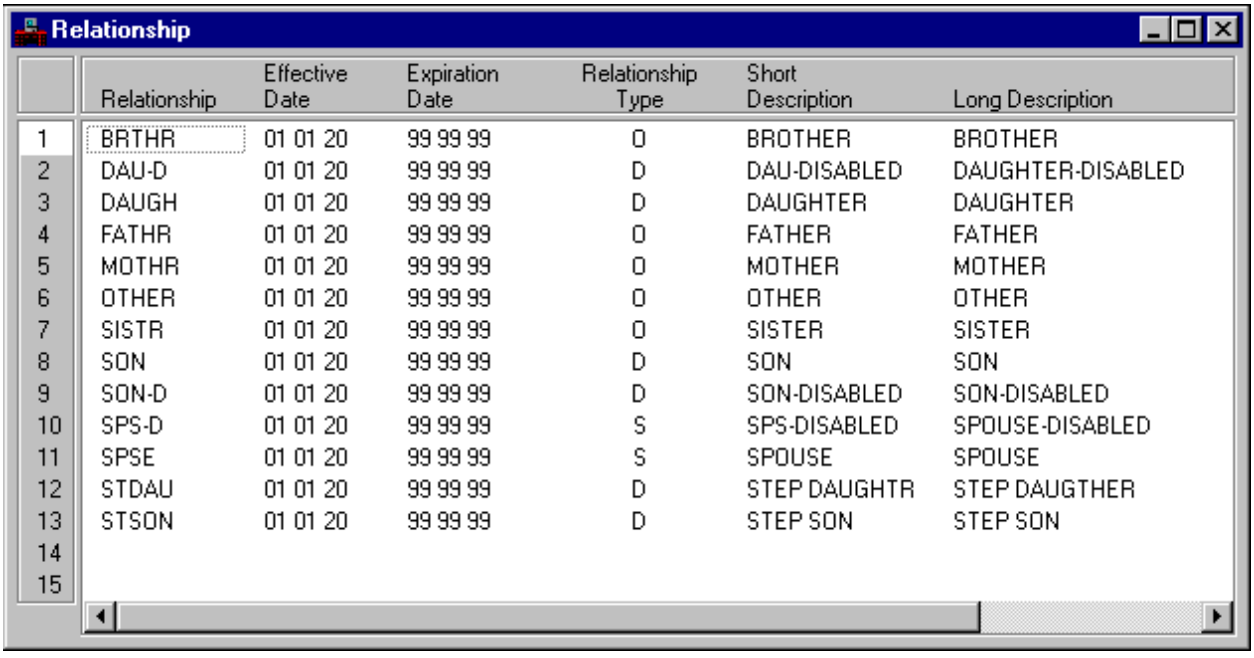
Referral Source	5	**Required.** Enter the referral source code that is being added, changed, or expired.
Effective Date	6	**Required.** Enter the date (***mm/dd/yy***) the entry becomes effective.
Expiration Date	6	Default is **99/99/99**. Enter the last date (***mm/dd/yy***) the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the referral source.
Long Description	30	Default is the **Short Description** entry. Enter the new or changed long description of the referral source.

Relationship (RELT)

Purpose

The Relationship (RELT) window is used to define the codes which describe the relationship of an individual (e.g., applicant or beneficiary) to an employee.

RELT Coding Instructions



	Relationship	Effective Date	Expiration Date	Relationship Type	Short Description	Long Description
1	BRTHR	01 01 20	99 99 99	O	BROTHER	BROTHER
2	DAU-D	01 01 20	99 99 99	D	DAU-DISABLED	DAUGHTER-DISABLED
3	DAUGH	01 01 20	99 99 99	D	DAUGHTER	DAUGHTER
4	FATHR	01 01 20	99 99 99	O	FATHER	FATHER
5	MOTHR	01 01 20	99 99 99	O	MOTHER	MOTHER
6	OTHER	01 01 20	99 99 99	O	OTHER	OTHER
7	SISTR	01 01 20	99 99 99	O	SISTER	SISTER
8	SON	01 01 20	99 99 99	D	SON	SON
9	SON-D	01 01 20	99 99 99	D	SON-DISABLED	SON-DISABLED
10	SPS-D	01 01 20	99 99 99	S	SPS-DISABLED	SPOUSE-DISABLED
11	SPSE	01 01 20	99 99 99	S	SPOUSE	SPOUSE
12	STDAU	01 01 20	99 99 99	D	STEP DAUGHTR	STEP DAUGTHER
13	STSON	01 01 20	99 99 99	D	STEP SON	STEP SON
14						
15						

Field Name	Length	Definition

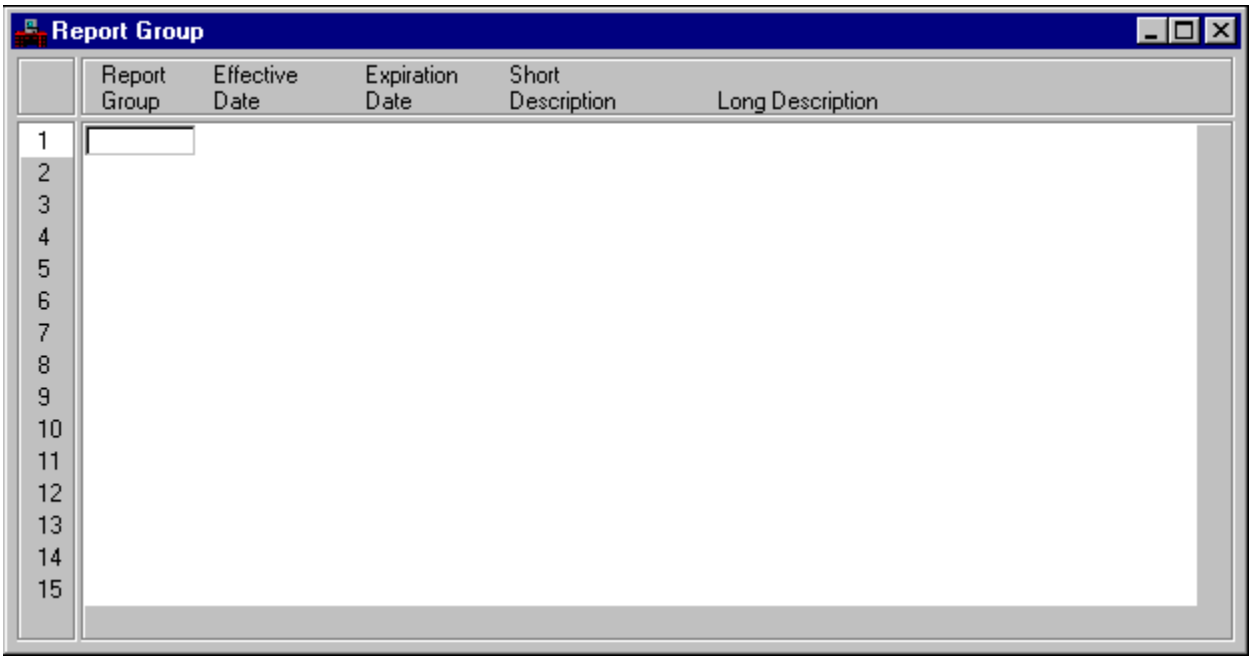
Relationship	5	**Required.** Enter the relationship code.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	Default is **99/99/99**. Enter the last date the information is in effect.
Relationship Type	1	**Required.** Enter the relationship type code. Valid values are ***S*** for Spouse; ***D*** for Dependent; and ***O*** for Other beneficiary relationship.
Short Description	12	**Required.** Enter the new or changed short description of the relationship code.
Long Description	30	Default is the **Short Description** entry. Enter the new or changed long description of the relationship code.

Report Group (RCAT)

Purpose

The Report Group (RCAT) window defines valid report group codes used for inquiry and reporting purposes.

RCAT Coding Instructions



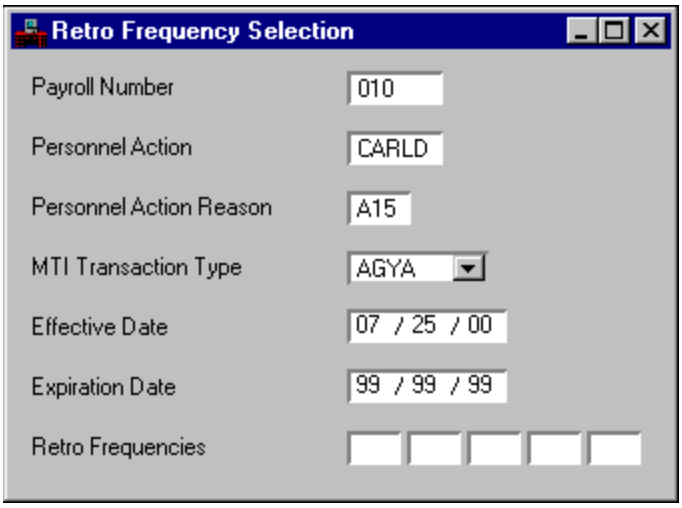
Field Name	Length	Definition
Report Group	5	**Required.** Enter the report group code you are adding, changing, or expiring.
Effective Date	6	**Required.** Enter the date (***mm/dd/yy***) the entry becomes effective.
Expiration Date	6	Default is **99/99/99**. Enter the last date (***mm/dd/yy***) the information is in effect.
Short Description	12	**Required.** Enter the new or changed short description of the report group code.
Long Description	30	Default is the **Short Description** entry. Enter the new or changed long description of the report group code.

Retro Frequency Selection (RSEL)

Purpose

The Retro Frequency Selection (RSEL) window, along with the Retroactive Pay Trigger (RTRG) window, controls the scheduling of retro calculations and payments. This window controls when certain groups of employees' retroactive triggers are to be processed. At least one **Retro Frequencies** entry must be entered in order to run an offline retroactive pay process successfully. If all retroactive pay triggers are to be picked up every time a retroactive pay processing runs, enter all asterisks (*) in all fields, leaving **Retro Frequencies** blank.

RSEL Coding Instructions



Field Name	Length	Definition
Payroll Number	5	**Required.** Enter a value to represent a specific group of employees' payroll number. Refer to the Payroll Number (PYNO) window for valid values, or enter asterisks ***[*****]*** to select all payroll numbers.
Personnel Action	5	**Optional.** Enter a code to indicate the appropriate personnel action. Personnel actions affect an employee's employment status, title and/or pay. Refer to the Personnel Action (PACT)window for valid values, or enter asterisks ***[*****]*** to select all personnel actions.
Personnel Action Reason	3	**Required.** Enter a value to indicate the reason for the personnel action. Refer to the Personnel Action Reason (PART) window for valid values, or enter asterisks ***[*****]*** to select all reasons for the personnel action.
MTI Transaction Type	1	**Required.** The MTI transaction type indicates which MTI transaction type created the retro trigger. For example, an entry of ***RTRG*** means that the record was created through the Retroactive Pay Trigger (RTRG) window; and ***ESMT*** indicates that the record was created through an Employee Status Maintenance (ESMT) transaction. Valid values are: • ***AGYA*** • ***AGYD*** • ***AGYS***

- ***CHCK***
- ***COPT***
- ***ESMT***
- ***PEND***
- ***RSMT***
- ***RTRG***

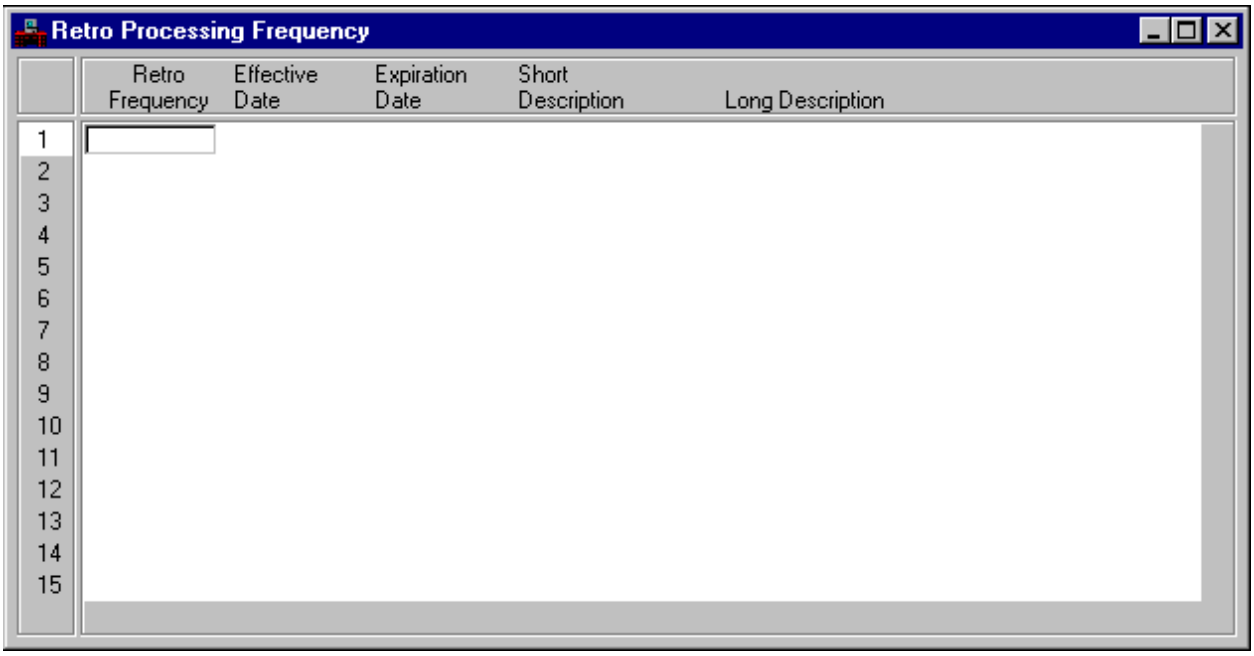
Effective Date	6	**Required.** Enter the date the information becomes effective.
Expiration Date	6	**Optional.** Enter the last date the information is in effect. Default is ***99/99/99***.
Retro Frequencies	2	**Optional.** Retro frequency codes are used to allow the specified retro triggers to be chosen for processing at a particular point in time. [Two character frequency codes must be entered one after the other without blank fields between them.] The system accepts up to five entries. Refer to the Retro Processing Frequency (RETF) window for valid values.

Retro Processing Frequency (RETF)

Purpose

The Retro Processing Frequency (RETF) window defines the codes used on the Retro Frequency Selection (RSEL) window, and in parameters for retroactive pay processing jobs.

RETF Coding Instructions



Field Name	Length	Definition
Retro Frequency	2	**Required.** Enter the retro frequency code that is being changed, added, or expired.
Effective Date	6	**Required.** Enter the date the information becomes effective.
Expiration Date	6	**Optional.** Enter the last date the information is in effect. Default is **99/99/99**.
Short Description	12	**Required.** Enter the new or changed short description of the retro frequency code.
Long Description	30	**Optional.** Enter the new or changed long description of the retro frequency code. Default is the Short Description entry.

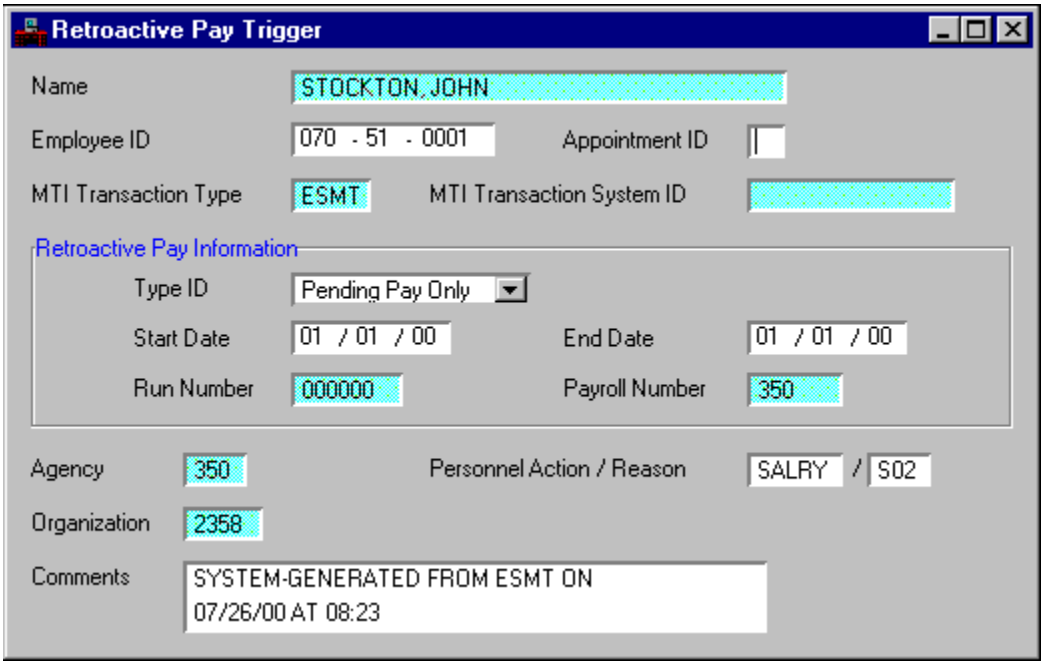
Retroactive Pay Trigger (RTRG)

Purpose

The Retroactive Pay Trigger (RTRG) window is used to view and modify automatically generated retroactive pay triggers, and enter manual triggers for situations where automatic triggers do not occur, such as when a change to a table-driven pay rate occurs. After entering retroactive pay triggers for all affected employees, the offline

retroactive pay processing is initiated. When it is processed, a trigger record is added to the database and preparation for retroactive pay processing begins. Manual triggers can also be generated using the Mass Change Requests for One-Time Transactions (MAS3) window if many employees are affected by the change.

RTRG Coding Instructions



Field Name	Length	Definition
Name	Display Only	The employee's full name (last name, first name, and middle initial) is displayed.
Employee ID	10	**Required.** Enter the employee's social security number.
Appointment ID	1	**Optional.** If an employee holds more than one appointment, enter the appropriate appointment identification number to indicate which appointment is affected. Leave blank to indicate the employee's primary appointment. An asterisk (*) indicates all appointment identification numbers.
MTI Transaction Type	Display Only	The four-character window identification number of the associated window is displayed.

MTI Transaction System ID	Display Only	The identification number used to uniquely identify the accepted transaction that created this retroactive pay trigger is displayed.
Type ID	1	**Optional.** Select a value to determine which pay type is to be included in the retro pay processing. Defaults to **Pay Cycle [P]**. Valid values are: • ***Pay Cycle [P]*** • ***FLSA Work Cycle [F]*** • ***Pending Pay Only [O]***
Start Date	6	**Conditional.** Required if data is being updated. Optional otherwise. Enter the date on which the retroactive change becomes effective. This date is also the start date of the trigger.
End Date	6	**Conditional.** Required if data is being updated. Optional otherwise. Enter the date on which the retroactive change ends. This is the end date for the retroactive pay trigger.
Run Number	Display Only	The system-generated retro run number is displayed. This number identifies the retroactive processing run in which the trigger was processed.
Payroll Number	Display Only	Identifies the employee's payroll number (as of the creation of the retroactive pay trigger) used to select the trigger specified on the Retro Frequency Selection (RSEL) window.
Agency	Display Only	The employee's home agency (as of the creation of the retroactive pay trigger) is displayed.
Personnel Action	5	**Optional.** Enter the personnel action code to be used for selecting this retroactive pay trigger. Refer to the Personnel Action (PACT) window for valid values. If the trigger was automatically generated, the personnel action code on the initiating transaction is carried over to the retroactive pay trigger. If the personnel action code on the entry is specified on the Retro Frequency Selection (RSEL) window; the trigger is processed in the next offline retroactive pay processing run.

Personnel Reason	3	**Optional.** Enter the personnel action reason code associated with the employee's appointment identification number. Refer to the Personnel Action Reason (PART) window for valid values. If the trigger was automatically generated, the personnel action reason code on the initiating transaction is carried over to the retroactive pay trigger. If the personnel action reason code on the entry is specified on the Retro Frequency Selection (RSEL) window; the trigger is processed in the next offline retroactive pay processing run.
Organization	Display Only	The management organization of this employee is displayed.
Comments	70	**Optional.** Enter additional information pertinent to the record. All entries made in this field are stored on the database during update. All system-generated comments are also displayed here.

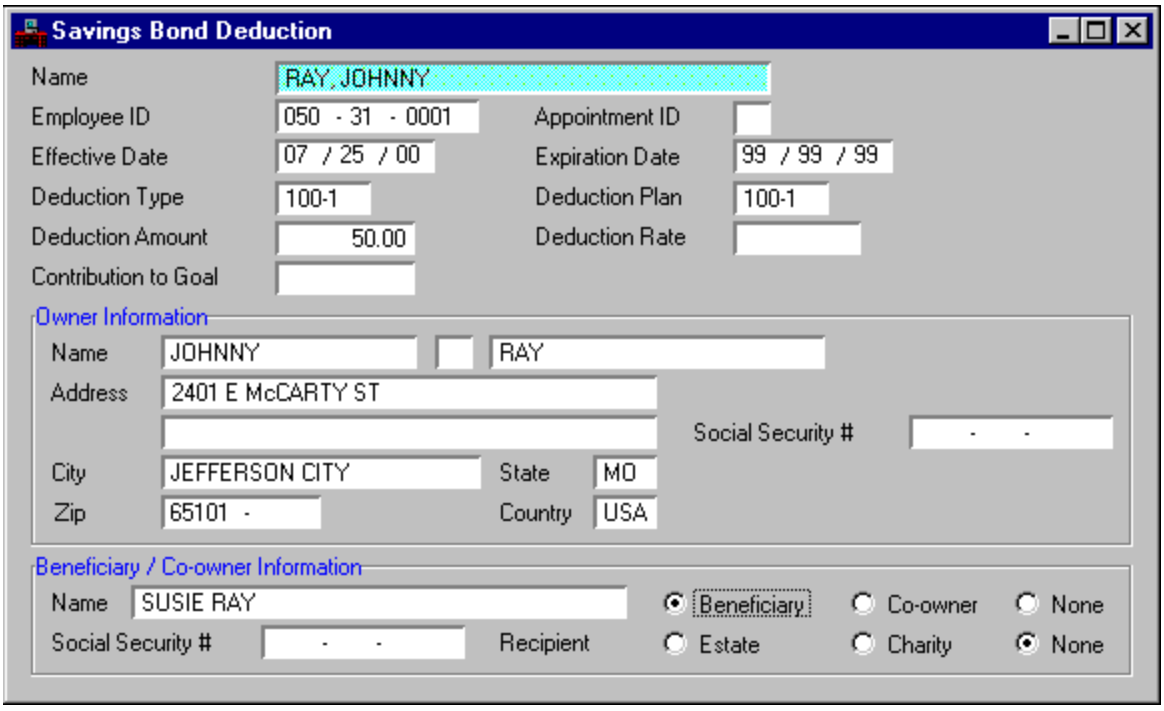
S

Savings Bond Deduction (SAVB)

Purpose

The Savings Bond Deduction (SAVB) window is used to record and view information regarding an employee's savings bond deductions. The information includes the deduction type, deduction amount, and beneficiary.

SAVB Coding Instructions



Field Name	Length	Definition
Name	Display Only	The employee's full name (last name, first name, and middle initial) is displayed.
Employee ID	10	**Required.** Enter the employee's social security number.
Appointment ID	1	**Optional.** Enter the appointment ID if the employee holds more than one appointment. Enter an asterisk (*) if this deduction affects all the employee's appointments.
Effective Date	6	**Required.** Enter the date the savings bond deduction becomes effective.
Expiration Date	6	**Optional.** Enter the last date the deduction should be taken. This will default to **99/99/99**.
Deduction Type	5	**Required.** Enter the code for the type of deduction being taken. Refer to the Deduction Type (DEDT) window for valid values. **NOTE:** If an employee wishes to purchase more than one bond of a particular amount, these must be entered on

		separate transactions as different deduction types, (i.e., two $100 bonds would be entered as “100-1” and “100-2”).
Deduction Plan	5	**Required.** Enter the deduction plan for the deduction being taken. Refer to the Deduction Plan (DPLN) window for valid values.
Deduction Amount	10	**Conditional.** Enter the deduction amount if overriding a normal fixed deduction amount. The State of Missouri has set fixed amount on the Deduction Plan (DPLN) window. The **Employee Override Allowed** on Deduction Plan (DPLN) is set to ***Yes [A]*** so this amount can be overridden.
Deduction Rate	9	**Leave Blank.** The State of Missouri will be using a dollar amount; therefore percentage is not applicable in the SAM II HR/Payroll system.
Contribution to Goal	10	**Leave Blank.** On the Deduction Type (DEDT) window, the deduction goal has been set to Cyclical Goal-Oriented.
Name	15 1 20	**Optional.** Enter the owner name if other than the employee.
Address Line 1	30	**Conditional.** Required if the Owner Information Name was entered; otherwise, leave blank. Enter the owner address if other than the employee.
Address Line 2	30	**Conditional.** Optional if **Address** is entered and additional space is required to complete the address.
City	19	**Conditional.** Required if the Owner Information Name was entered; otherwise, leave blank. Enter the city if other than employee.
State	3	**Conditional**. Required if the Owner Information Name was entered; otherwise, leave blank. Enter the state if other than employee.

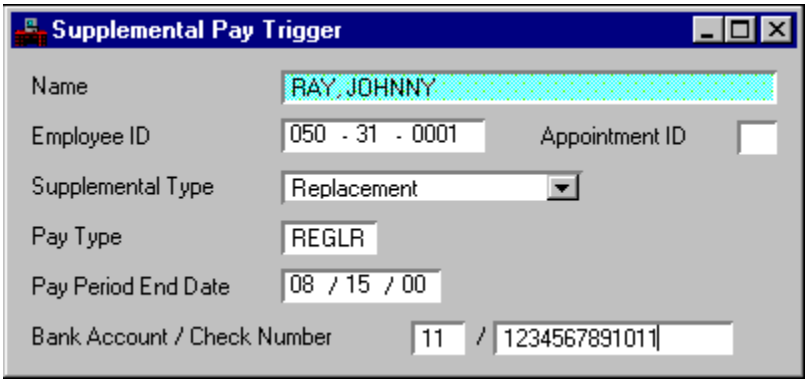
Zip	9	**Conditional.** Required if the Owner Information Name was entered; otherwise, leave blank. Enter the zip code if other than employee.
Country	3	The State of Missouri default value is **USA**.
Social Security Number	9	**Conditional.** Required if the Owner Information Name was entered; otherwise, leave blank. Enter the owner's social security number.
Name	30	**Optional.** Enter the name of the co-owner or beneficiary, if any.
Beneficiary/Co-Owner Information	Radio Buttons	**Conditional.** Required if there is a co-owner or beneficiary. Select a value to indicate if the name listed is a co-owner or beneficiary. Valid values are: • ***Beneficiary*** • ***Co-owner*** • ***None***
Social Security Number	9	**Conditional.** Optional if there is a co-owner or beneficiary, otherwise not allowed. Enter the co-owner's or beneficiary's social security number.
Recipient	Radio Buttons	**Conditional.** Optional if there is a beneficiary. Not allowed if the co-owner/beneficiary indicator is set to Co-Owner or None. Select a value to indicate if the savings bond goes to an estate or charity. Valid values are: • ***Estate*** • ***Charity*** • ***None***

Supplemental Pay Trigger (STRG)

Purpose

The Supplemental Pay Trigger (STRG) window designates which employees need to be processed in an offline supplemental Gross-to-Net run. The supplemental pay trigger can be manually entered, or automatically generated by the system during a check cancellation if a replacement check is requested.

STRG Coding Instructions



Field Name	Length	Definition
Name	Display Only	The employee's full name (last name, first name, and middle initial) is displayed.
Employee ID	10	**Required.** Enter the employee's social security number.
Appointment ID	1	**Required.** Enter the employee's appointment identification number.
Supplemental Type	1	**Optional.** Select a value to indicate the supplemental pay type cycle necessary to pay the employee. Default is **Replacement [R]**. Valid values are: • ***Replacement [R]*** • ***By Pay Type [P]*** • ***Multiple Payments [M]*** • ***Retroactive [T]*** • ***Advance Processing [A]*** • ***No Pay Calc Processing [C]*** The State of Missouri is not utilizing the ***Advance Processing [A]*** and ***No Pay Calc Processing [C]*** values at this time.

Pay Type	5	**Conditional**. Required if **Supplemental Type** is ***By Pay Type [P]***; otherwise, leave blank. Enter the Pay Type Code in this field. Refer to the Event Type (EVNT) window for valid values.
Pay Period End Date	6	**Conditional**. Required if **Supplemental Type** is ***Replacement [R]*** or ***Advance Processing [A]***; otherwise, leave blank. Enter the trigger date associated with this supplemental payment. Must be a pay period end date.
Bank Account	2	**Optional**. Enter the bank account of the supplemental pay. Refer to the HR Bank Account (FINI) window for valid values.
Check Number	14	**Optional.** Enter the check number of the supplemental pay.

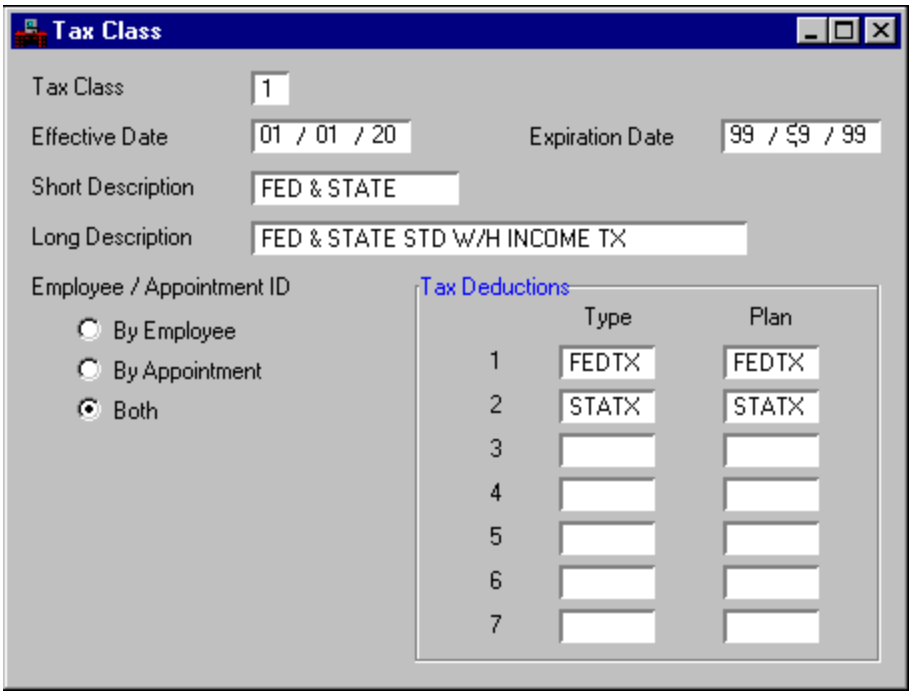
T

Tax Class (TAXC)

Purpose

The Tax Class (TAXC) window identifies the taxes to which an employee in the class is subject.

TAXC Coding Instructions



Field Name	Length	Definition
Tax Class	1	**Required.** Enter the code to indicate the tax class to be entered or changed.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	**Optional.** Enter the last date the information is in effect. Default is **99/99/99**.
Short Description	12	**Required.** Enter the new or changed short description of the tax class code.
Long Description	30	**Optional.** Enter the new or changed long description of the tax class code. Default is the **Short Description** entry.
Employee/Appointment ID	Radio Buttons	**Required.** Select the value to indicate whether the tax is associated with the employee, an appointment, or both. Valid values are: • ***By Employee [E]*** • ***By Appointment [A]*** • ***Both [B]***

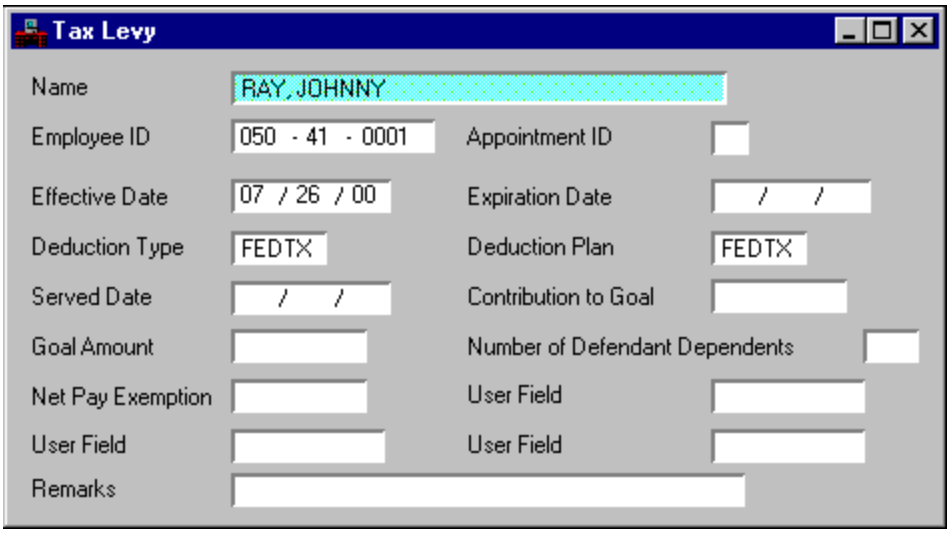
Type	5	**Optional.** Enter the deduction type appropriate for the taxing entity. Up to seven tax deductions can be entered. Refer to the Deduction Type (DEDT) window for valid values. Make sure the deductions chosen to put on the **Tax Class (TAXC)** are calculated using marginal tables, **Tax Parameters (TAXP)** and **Marginal Tax Rates (DEDX)**; these deductions have a **Deduction Type (DEDT)** entry **Deduction Class** of ***Table Driven Tax [T]***.
Plan	5	**Optional.** Enter the deduction plan appropriate for the taxing entity. Up to seven tax deductions can be entered. Refer to the Deduction Plan (DPLN) window for valid values. Make sure the deductions chosen to put on the **Tax Class (TAXC)** are calculated using marginal tables, **Tax Parameters (TAXP)** and **Marginal Tax Rates (DEDX)**; these deductions have a **Deduction Type (DEDT)** entry **Deduction Class** of ***Table Driven Tax [T]***.

Tax Levy (LEVY)

Purpose

The Tax Levy (LEVY) window is used to record and view information relating to a tax levy deduction taken from an employee's wages. The Internal Revenue Service (IRS) can collect taxes owed by creating a levy against the taxpayer's wages. The State of Missouri establishes the tax levy deduction based on the net pay exemption available to the employee. The SAM II HR/Payroll system then calculates the amount due to the IRS each pay period.

LEVY Coding Instructions



Field Name	Length	Definition
Name	Display Only	The employee's full name (last name, first name, and middle initial) is displayed.
Employee ID	10	**Required.** Enter the employee's social security number.
Appointment ID	1	**Required.** Enter an asterisk (*) as garnishments in the State of Missouri affects all the appointments.
Effective Date	6	**Required.** Enter the date the information becomes effective.
Expiration Date	6	**Optional.** If initiating a new tax levy, the system will automatically default to **99/99/99**. If entering the release of a levy, enter the release date.
Deduction Type	5	**Required.** Enter **FDLVY** in the code for the tax levy deduction type. (FDLVY is the State of Missouri's valid deduction type as established on the SAM II HR/Payroll system's Deduction Type window.)
Deduction Plan	5	**Required.** Enter **FDLVY** in the code for the tax levy deduction plan. (FDLVY is the State of Missouri's valid deduction plan as established on the SAM II HR/Payroll system's Deduction Plan (DPLN) window.)
Served Date	8	**Optional.** Enter the date the order was served.

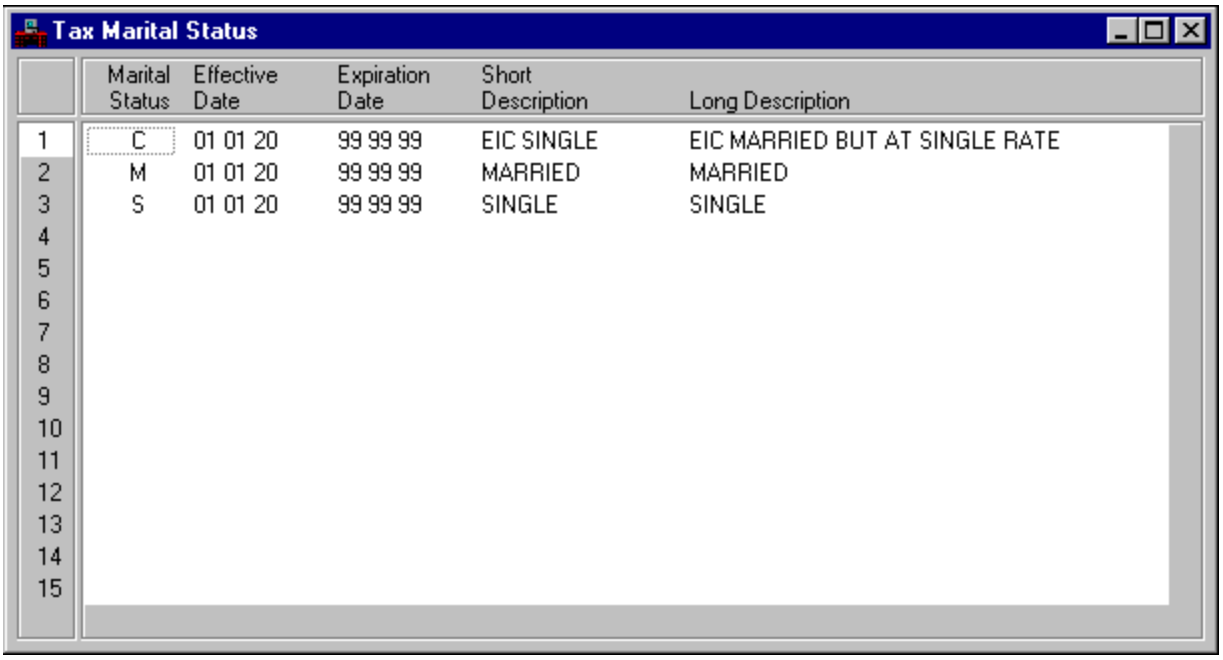
Contribution to Goal	10	**Required**. If known, enter the amount the employee has already contributed toward the deduction goal has been made available. If the amount is not known, enter 99999.99.
Goal Amount	10	**Required.** The amount to be entered will be determined by the Wage Garnishment Unit based on the tax levy documentation received. **Note:** At this time, the State of Missouri is utilizing this field and tables have been established for goal oriented amounts. The State does have the option of flagging the system to make this an optional field.
Number of Defendant Dependents	3	**Required.** Enter the number of dependents claimed on the IRS Statement of Exemptions (Form 668-W).
Net Pay Exemption	10	**Required.** Enter the dollar amount of the net pay the employee can receive for each pay period. For each, refer to IRS regulations on how to calculate net pay exemption.
User Field	8	**Optional.** Additional field to be used at the discretion of the State of Missouri.
User Field	8	**Optional.** Additional field to be used at the discretion of the State of Missouri.
User Field	8	**Optional.** Additional field to be used at the discretion of the State of Missouri.
Remarks	30	**Optional.** Enter additional comments in this field.

Tax Marital Status (TAXM)

Purpose

The Tax Marital Status (TAXM) window defines the codes which identify possible marital statuses employees can claim on tax forms.

TAXM Coding Instructions



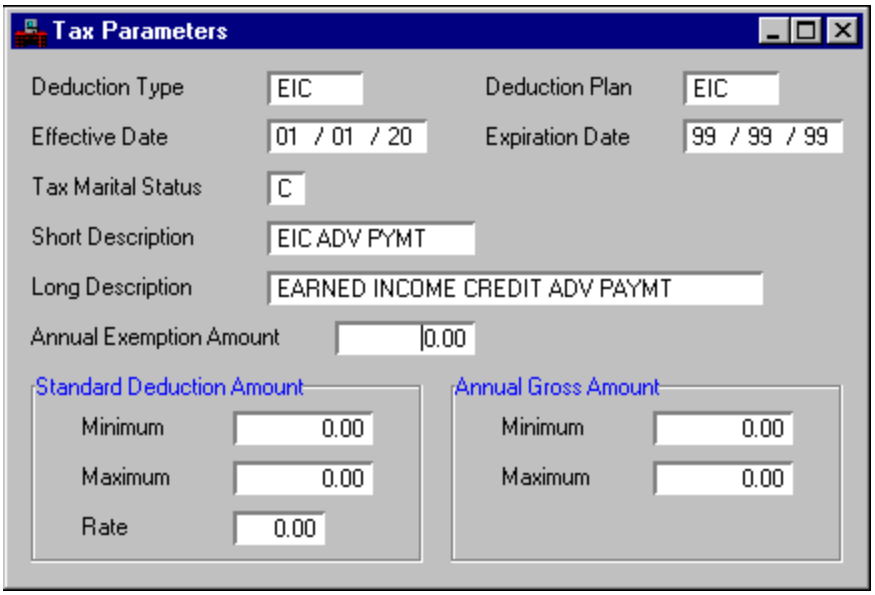
Field Name	Length	Definition
Marital Status	1	**Required.** Enter the code to indicate the marital status to be entered or changed.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	**Optional. Enter the last date the information is in effect. Default is 99/99/99.**
Short Description	12	**Required.** Enter the new or changed short description of the marital status code.
Long Description	30	**Optional.** Enter the new or changed long description of the marital status code. Default is the Short Description entry.

Tax Parameters (TAXP)

Purpose

The Tax Parameters (TAXP) window defines the tax rules for each deduction type and deduction plan by tax marital status.

TAXP Coding Instructions



Field Name	Length	Definition
Deduction Type	5	**Required.** Enter the deduction type code associated with the tax withholding deduction that is being entered or changed. The Deduction Type code used must have a Deduction Class ID of ***Use Marginal Tax Tables [T]***. Refer to the Deduction Type (DEDT) window for valid values.
Deduction Plan	5	**Required.** Enter the deduction plan code associated with the tax withholding deduction that is being entered or changed. Refer to the Deduction Plan (DPLN) window for valid values.
Effective Date	6	**Required.** Enter the date the information becomes effective.
Expiration Date	6	**Optional.** Enter the last date the information is in effect. Default is **99/99/99**.
Tax Marital Status	1	**Required.** Enter the code to indicate the tax marital status associated with the tax parameter entry that is being entered or changed. Refer to the Tax Marital Status (TAXM) window for valid values.
Short Description	12	**Required.** Enter the new or changed short description of the tax parameter.
Long Description	30	**Optional.** Enter the new or changed long description of the marital status code. Default is the Short Description entry.

Note: The values entered in the following fields differ based on whether the standard Federal model of marginal tax withholding or a Special Routine for state or local marginal tax withholding is used.

Annual Exemption Amount	10	**Required.** Enter the dollar amount that is annually exempt from this tax. If the Deduction Plan does not use a Special Routine, this value is multiplied by the number of withholding allowances specified on each employee's Employee Tax Parameters (TAX) window during the Gross-to-Net process.

Standard Deduction Amount

Field Name	Length	Definition
Minimum	10	**Required.** Enter the dollar amount that is the minimum standard deduction amount that can be taken.
Maximum	10	**Required.** Enter the dollar amount that is the maximum standard deduction amount that can be taken.
Rate	6	**Required.** Enter the amount or percent that represents the standard deduction for this tax parameter.

Annual Gross Amount

Field Name	Length	Definition
Minimum	10	**Required.** Enter the dollar amount that represents the minimum annual gross wage applicable to this tax.
Maximum	10	**Required.** Enter the dollar amount that represents the maximum gross wage applicable to this tax.

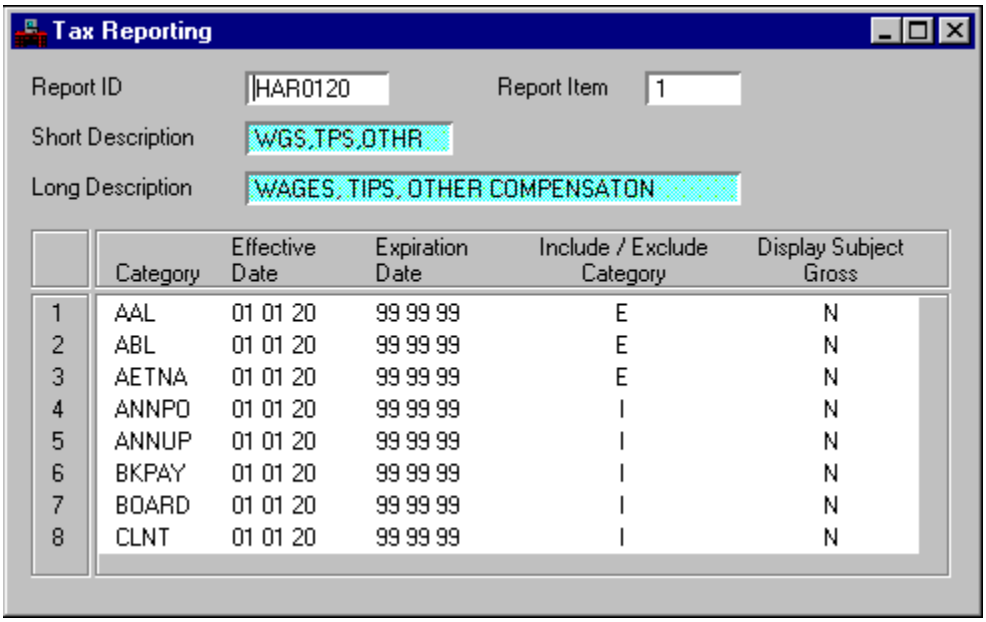
Tax Reporting (TAXR)

Purpose

The Tax Reporting (TAXR) window is used to define which pay and deduction categories are included or excluded on such reporting processes as W-2s, Quarterly Summary Reporting,

1099-Rs, and 1042-Ss. It also defines which pay or deduction categories are included in the Payroll Summary (QPYR) inquiry.

TAXR Coding Instructions



Field Name	Length	Definition

Report ID	8	**Required.** Enter the identification number of the report which includes or excludes the entered pay or deduction categories. Valid values are:
		• ***HAR0120***
		  ○ W-2 reporting
		• ***HAR9500***
		  ○ Quarterly Summary (941) reporting
		• ***HFR0109***
		  ○ 1099-R reporting
		• ***HAR0142***
		  ○ 1042-S reporting

		If this entry is for a user-defined inquiry on the Payroll Summary (QPYR) window, any value defined on Tax Reporting Description (TAXD) is acceptable.
Report Item	5	**Required.** If this entry pertains to tax reporting, enter the box or line number into which a pay or deduction event is to be included or excluded. Refer to the Tax Reporting Description (TAXD) window for valid values. If this report item is part of a user-defined inquiry for the Payroll Summary (QPYR) window, any value assigned to Report ID on the Tax Reporting Description (TAXD) window is acceptable. Refer to the ***User's Guide*** for further information on valid values for report items used for tax reporting.
Short Description	Display Only	The short description of the report ID and report item is displayed.
Long Description	Display Only	The long description is displayed of the value assigned to **Report ID** on the Tax Reporting Description (TAXD) window.
Category	5	**Required**. Enter a category code used to indicate the pay or deduction category to be used for tax reporting or for inquiry on the Payroll Summary (QPYR) window. Refer to the Event Category (CATG) window for valid values. **Note:** Special conditions apply for tax processing. Refer to the ***User's Guide*** for detailed instructions.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	**Optional.** Enter the last date the information is in effect. Default is **99/99/99**.
Include/Exclude Category	1	**Required.** Select ***[I]*** to indicate the value entered in Category should be included in the total for Report Item. Clear ***[E]*** if the value in Category should be subtracted from the total.
Display Subject Gross	1	**Optional.** Default is **N**. Indicate whether the subject gross of the deduction category or the actual deduction amount of the deduction category should be used in the report item. Valid values are:

- ***Y***
    - Use subject gross of deduction category in the report item.
- ***N***
    - Use actual deduction amount of the deduction category in the report item.

This field must be set to ***Y*** if an ***HAR0120*** report item is set to ***3*** or ***5***; it must be set to ***N*** if the report item is ***4*** or ***6***. In addition, the field can be set to ***Y*** if *all* of the following conditions apply:

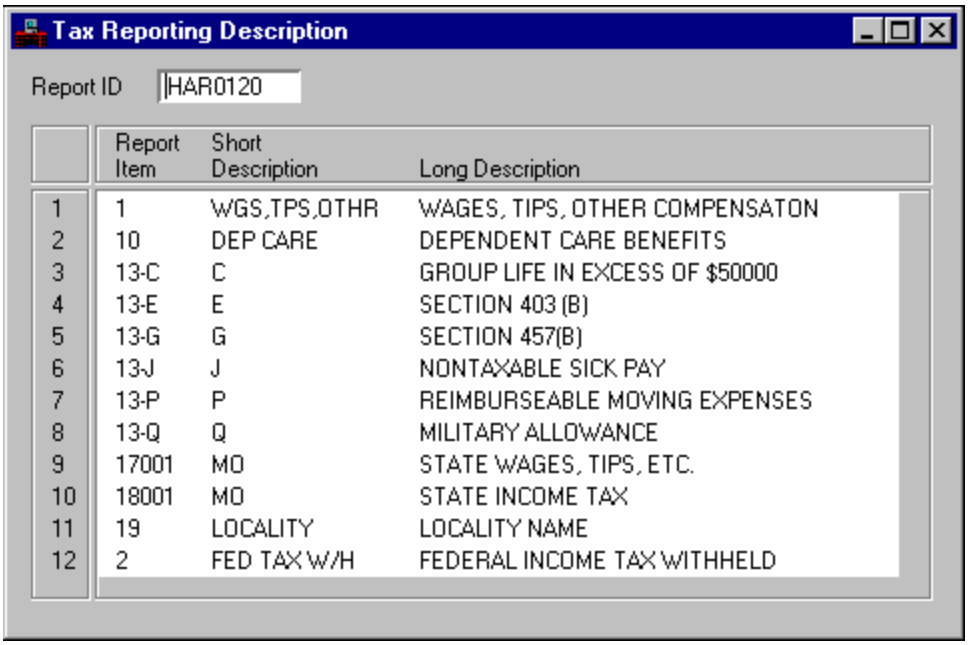
- report is ***HAR0120***, ***HFR0109***, or ***HAR0142***
- the entered category is a deduction
- the category is used by only one deduction type on the Deduction Type (DEDT) window.

Tax Reporting Description (TAXD)

Purpose

The Tax Reporting Description (TAXD) window defines the report items belonging to each report ID. These report items are used to group categories on the Tax Reporting (TAXR) window for reporting or inquiry purposes. Refer to the *Tax Reporting Supplement* for information on setting up report items used in tax reporting.

TAXD Coding Instructions



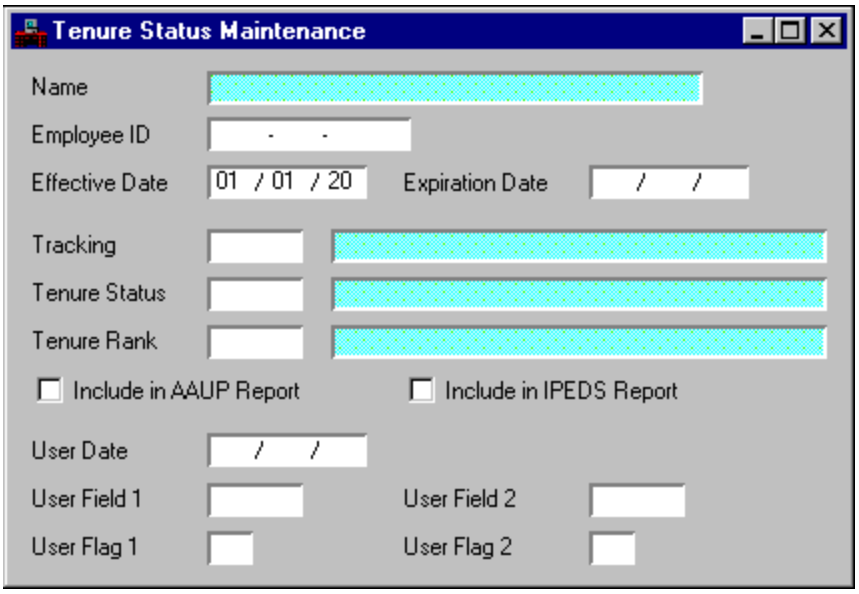
Field Name	Length	Definition
Report ID	8	**Required.** Enter the report identification number that is being defined.
Report Item	5	**Required.** Enter the report item for the report ID entered above.
Short Description	12	**Required.** Enter the new or changed short description of the report item.
Long Description	30	**Optional.** Enter the new or changed long description of the report item. Default is the Short Description entry.

Tenure Status Maintenance (TENM)

Purpose

The Tenure Status Maintenance (TENM) window is used to establish and track an employee's tenure information. It is used to record all subsequent tenure statuses and to view a history of the employee's tenure statuses.

TENM Coding Instructions



Field Name	Length	Definition
Name	Display Only	Displays the employee's full name (last name, first name, and middle initial).
Employee ID	10	**Required.** Enter the employee's social security number.
Effective Date	6	**Required.** Enter the date (***mm/dd/yy***) the tenure status information is effective. Default is **99/99/99**. Enter the last date (***mm/dd/yy***) the tenure status information is in effect.
Expiration Date	6	**Note:** The system displays 99/99/99 as the expiration date on the most recent transaction. As a subsequent transaction is completed, the expiration date for the previous transaction is automatically updated to the day before the effective date of the new transaction.
Tracking (1-2)	Display Only	**Required.** Enter the tracking code. Valid values are located on the Tracking Code (TRKC) window. The system automatically displays the tracking code description.
Tenure Status (1-2)	Display Only	**Required.** Enter the tenure status code. Valid values are located on the Tenure Status (TENS) window. The system automatically displays the tenure status description.

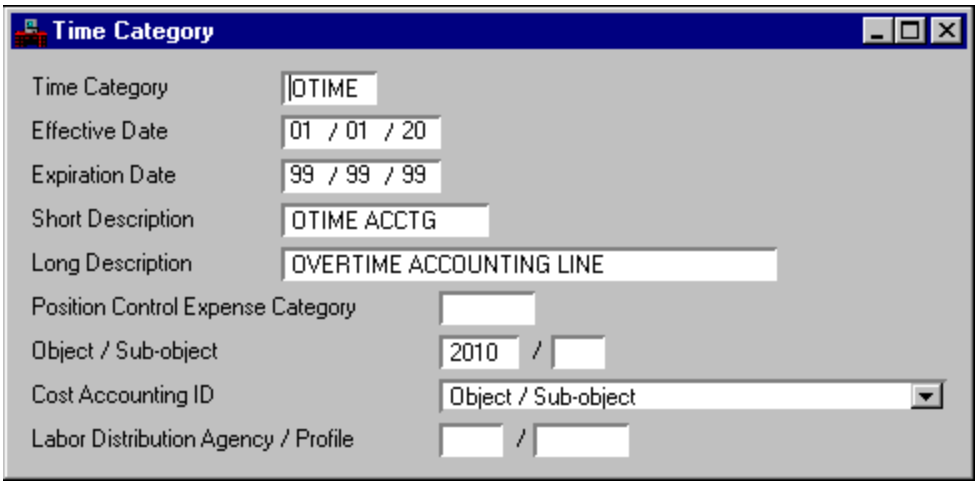
Tenure Rank (1-2)	Display Only	**Required.** Enter the institution-specific faculty rank code. Valid values are located on the EEO-6 Rank (RNKM) window. The system automatically displays the tenure rank description.
Include in AAUP Report	Checkbox	Default is blank. Check this box if the employee is to be included in AAUP reporting. Clear if the employee will not be included in AAUP reporting.
Include in IPEDS Report	Checkbox	Default is blank. Check this box if the employee is to be included in IPEDS reporting. Clear if the employee will not be included in IPEDS reporting.
User Date	6	**Optional.** Field not defined.
User Field 1	5	**Optional.** Field not defined.
User Field 2	5	**Optional.** Field not defined.
User Flag 1	1	**Optional.** Field not defined.
User Flag 2	1	**Optional.** Field not defined.

Time Category (TIMC)

Purpose

The Time Category (TIMC) window defines codes that specify either a Labor Distribution Profile or an Object/Sub-Object to which overtime hours are posted. This code is then entered on the Event Type (EVNT) window for base pay. Whenever an employee works overtime (as defined by the employee standard pay period hours on Pay Class (PYCL)), those hours are charged to the accounting distribution specified by the time category if the Site Specific Parameters (SPAR) window entry **ACCTG CHARGE EXCESS TIME CATEG** is set to ***Y***.

TIMC Coding Instructions



Field Name	Length	Definition
Time Category	5	**Required.** Enter the code to indicate the time category to be entered or changed.
Effective Date	6	**Required.** Enter the date the entry becomes effective.
Expiration Date	6	**Optional.** Enter the date the information expires. Default is **99/99/99**.
Short Description	12	**Required.** Enter the new or changed short description of the time category code.
Long Description	30	**Optional.** Enter the new or changed long description of the time category code. Default is the Short Description entry.
Position Control Expense Category	5	**Conditional.** Enter the code to indicate the position control expense category to which the overtime hours and dollars are counted. Refer to the Expense Category (PEXP) window for valid values.
Object	4	**Conditional.** Required if **Cost Accounting ID** is ***Object/Sub-Object [O]***; otherwise, not allowed. Enter the Object code. Refer to the Object Index (OBJT) window for valid values.
Sub-Object	2	**Conditional.** Optional if object code is used. Enter the Sub-Object code. Refer to the Sub-Object (SOBJ) window for valid values.

Cost Accounting ID	1	**Optional.** Select the value to indicate the cost accounting associated with this entry. Valid values are:
		• ***No Override [N]***
		  ○ No accounting attributes are specific to this time category.
		• ***Object/Sub-Object [O]***
		  ○ The overtime hours will be posted to the object and sub-object assigned to this entry.
		• ***Labor Distribution Profile [P]***
		  ○ The overtime hours will be posted to the Labor Distribution Profile assigned to this entry.
		• ***Obj/Sub-Obj – Unless Document Override [U]***
		  ○ There are currently no documents which can override time category accounting attributes; therefore, the overtime hours will be posted to the Object and Sub-Object assigned to this entry.
		• ***Labor Dist Profile – Unless Document Override [V]***
		  ○ There are currently no documents which can override time category accounting attributes; therefore, the overtime will be posted to the Labor Distribution Profile assigned to this entry.

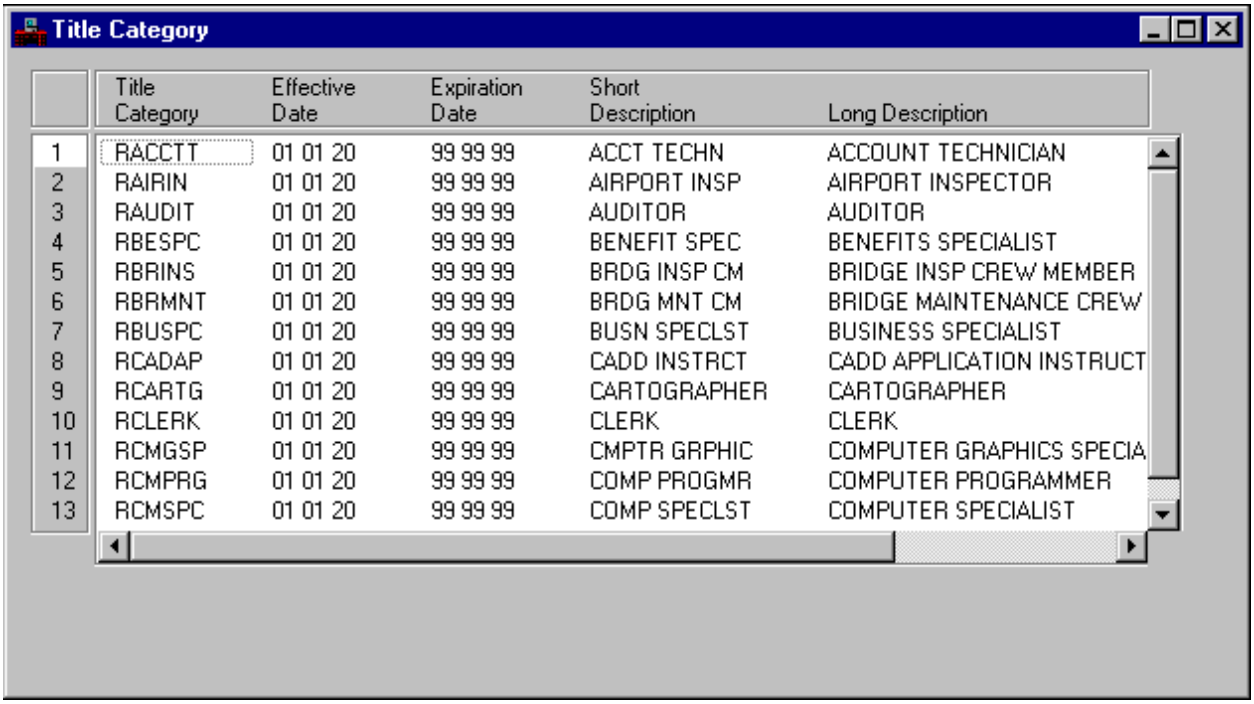
Labor Distribution Agency	3	**Conditional.** Required if **Cost Accounting ID** is ***Labor Distribution Profile [P]***; otherwise, not allowed. Enter the labor distribution Agency code. Refer to the Agency Index (AGCY) window for valid values.
Labor Distribution Profile	5	**Conditional.** Required if **Cost Accounting ID** is ***Labor Distribution Profile [P]***; otherwise, not allowed. Enter the labor distribution profile code. Refer to the Labor Distribution Profile (LDPR) window for valid values.

Title Category (TCAT)

Purpose

The Title Category (TCAT) window defines the codes which group multiple job titles to a position.

TCAT Coding Instructions



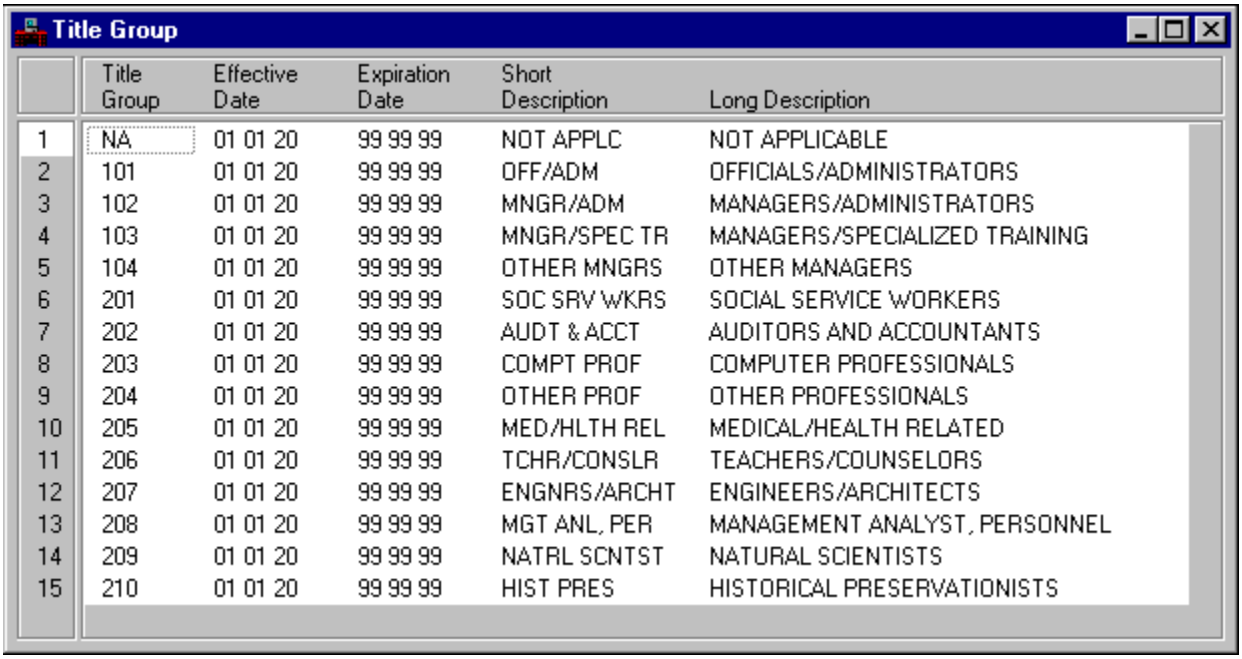
Field Name	Length	Definition
Title Category	6	**Required.** Enter the title category code that is being changed, added or expired.
Effective Date	8	**Required.** Enter the date the entry becomes effective.
Expiration Date	8	Default is 99/99/9. Enter the last date the information is in effect.
Short Description	12	**Required.** Enter a short description of the Title Category.
Long Description	30	Default is Short Description entry. Enter the new or changed long description of the Title Category.

Title Group (TTLG)

Purpose

The Title Group (TTLG) window defines the codes which identify the groups of titles assigned to employees.

TTLG Coding Instructions



	Title Group	Effective Date	Expiration Date	Short Description	Long Description
1	NA	01 01 20	99 99 99	NOT APPLC	NOT APPLICABLE
2	101	01 01 20	99 99 99	OFF/ADM	OFFICIALS/ADMINISTRATORS
3	102	01 01 20	99 99 99	MNGR/ADM	MANAGERS/ADMINISTRATORS
4	103	01 01 20	99 99 99	MNGR/SPEC TR	MANAGERS/SPECIALIZED TRAINING
5	104	01 01 20	99 99 99	OTHER MNGRS	OTHER MANAGERS
6	201	01 01 20	99 99 99	SOC SRV WKRS	SOCIAL SERVICE WORKERS
7	202	01 01 20	99 99 99	AUDT & ACCT	AUDITORS AND ACCOUNTANTS
8	203	01 01 20	99 99 99	COMPT PROF	COMPUTER PROFESSIONALS
9	204	01 01 20	99 99 99	OTHER PROF	OTHER PROFESSIONALS
10	205	01 01 20	99 99 99	MED/HLTH REL	MEDICAL/HEALTH RELATED
11	206	01 01 20	99 99 99	TCHR/CONSLR	TEACHERS/COUNSELORS
12	207	01 01 20	99 99 99	ENGNRS/ARCHT	ENGINEERS/ARCHITECTS
13	208	01 01 20	99 99 99	MGT ANL, PER	MANAGEMENT ANALYST, PERSONNEL
14	209	01 01 20	99 99 99	NATRL SCNTST	NATURAL SCIENTISTS
15	210	01 01 20	99 99 99	HIST PRES	HISTORICAL PRESERVATIONISTS

Field Name	Length	Definition
Title Group		**Required.** Enter the title group code you wish to add, change or expire.
Effective Date		**Required.** Enter the date the entry becomes effective.
Expiration Date		Default is **99/99/99**. Enter the last date the information is in effect.
Short Description		**Required.** Enter the new or changed short description of the title group code.
Long Description		Default is **Short Description** entry. Enter the new or changed long description of the title group code.

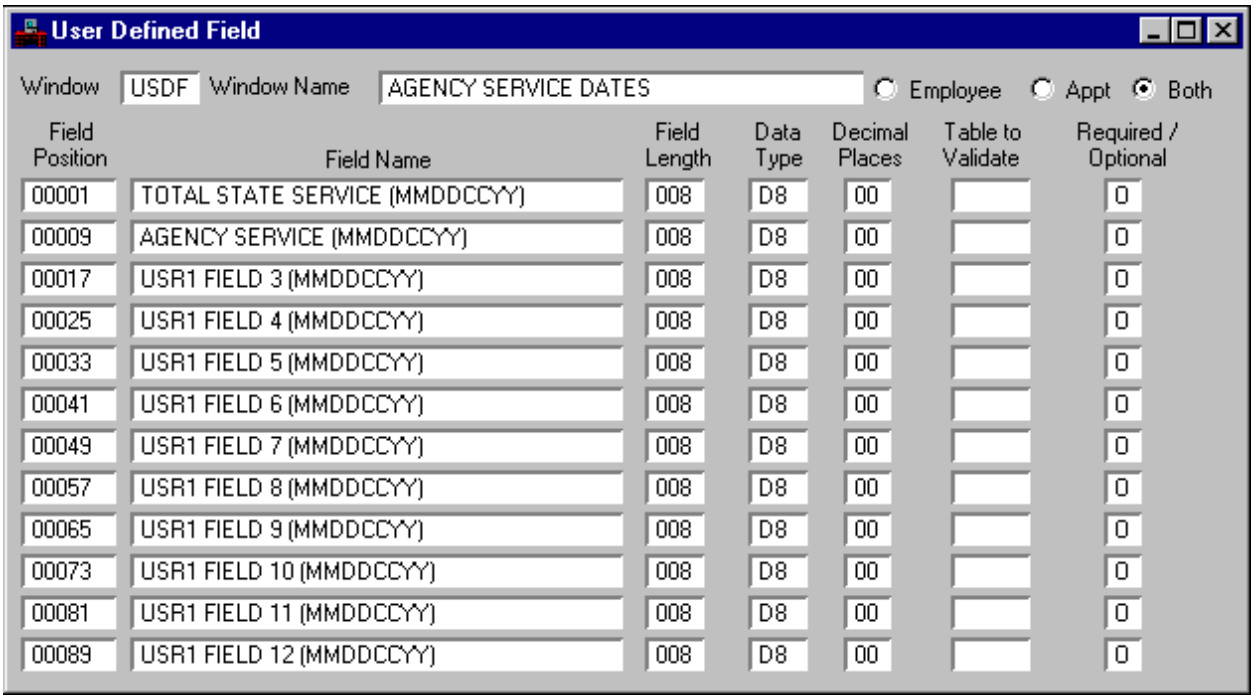
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User Defined Field (USDF)

Purpose

The User Defined Field (USDF) window is used to create fields for the employee user defined windows (USR1, USR2, USR3, USR4, USR5, USR6, USR7, USR8 and USR9).

USDF Coding Instructions



Field Name	Length	Definition
Window	4	**Required.** Enter the user defined window identification code. Valid values are: **USR1, USR2, USR3, USR4, USR5, USR6, USR7, USR8,** and **USR9**.
Window Name	30	**Required.** Enter the name of the user defined window.
(Indicator)	Radio Buttons	Defaults to **Employee**. Select a value to indicate how the information in this window is defined. Valid values

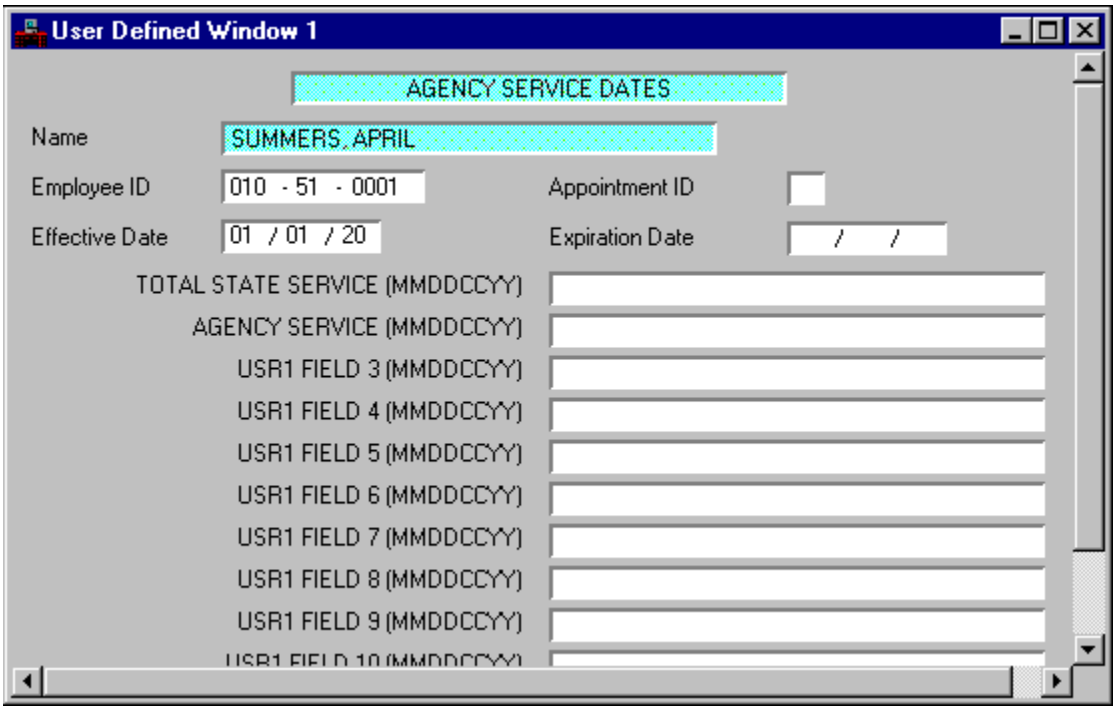
		are **Employee** if the information is specific to the employee; **Appt** if the information is specific to the appointment; and **Both** if the information is relevant for the employee and the appointment.
Field Position (1-12)	5 x 12	**Required.** Enter the field position number. Each field position number must be unique and consecutive (e.g., the first field is position 00001). To determine the position of the next field, add the field position to the **Field Length**, and the sum is the next field position (e.g., if the first **Field Length** is six characters, add six to 00001 to get the next field position of 00007).
Field Name (1-12)	30 x 12	**Required.** Enter a description for the field.
Field Length (1-12)	3 x 12	**Required.** Enter the number of characters allowed in the **Field Name**.
Data Type (1-12)	2 x 12	**Required.** Enter the code that defines the type of data to be entered in the **Field Name**. Valid values are ***AN*** for alphanumeric; ***NM*** for numeric only; ***D6*** for a date in **mm/dd/yy** format; and ***D8*** for a date in **mm/dd/ccyy** format.
Decimal Places (1-12)	2 x 12	Default is **00**. If **Data Type** is **NM**, enter the number of decimal places allowed after the decimal point.
Table to Validate (1-12)	4 x 12	**Optional.** Leave blank, or enter the identification code of the reference table on which the entered value must be valid.
Required/Optional	1 x 12	Default is **O**. Enter the code to indicate whether or not the user is required to enter information into certain fields. Valid values are ***O*** if the user has the option to enter information in a field; ***R*** if the user is required to enter information in a field; and ***N*** if the user is allowed to enter information in a field only once and then the field becomes display only.

User Defined Window 1 (USR1)

Purpose

The User Defined Window 1 (USR1) is used to record miscellaneous employee information.

USR1 Coding Instructions



Field Name	Length	Definition
(Window Name)	Display Only	Displays the window name.
Name	Display Only	Displays the employee's full name (last name, first name, and middle initial).
Employee ID	10	**Required.** Enter the employee's social security number.
Appointment ID	1	Default is blank. If an employee holds more than one position, enter the appointment identification number to indicate which position is affected. Leave blank to indicate the employee's primary appointment.
Effective Date	6	**Required.** Enter the date (*mm/dd/yy*) the employee information is effective.

Expiration Date	6	Default is **99/99/99**. For active employees, this date must always be **99/99/99**. If an employee is inactivated on the Employment Status Maintenance (ESMT) window, this date must be changed to reflect the employee inactivation date. **Note:** As a subsequent transaction is completed, the expiration date for the previous transaction is automatically updated to the day before the effective date of the new transaction.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.

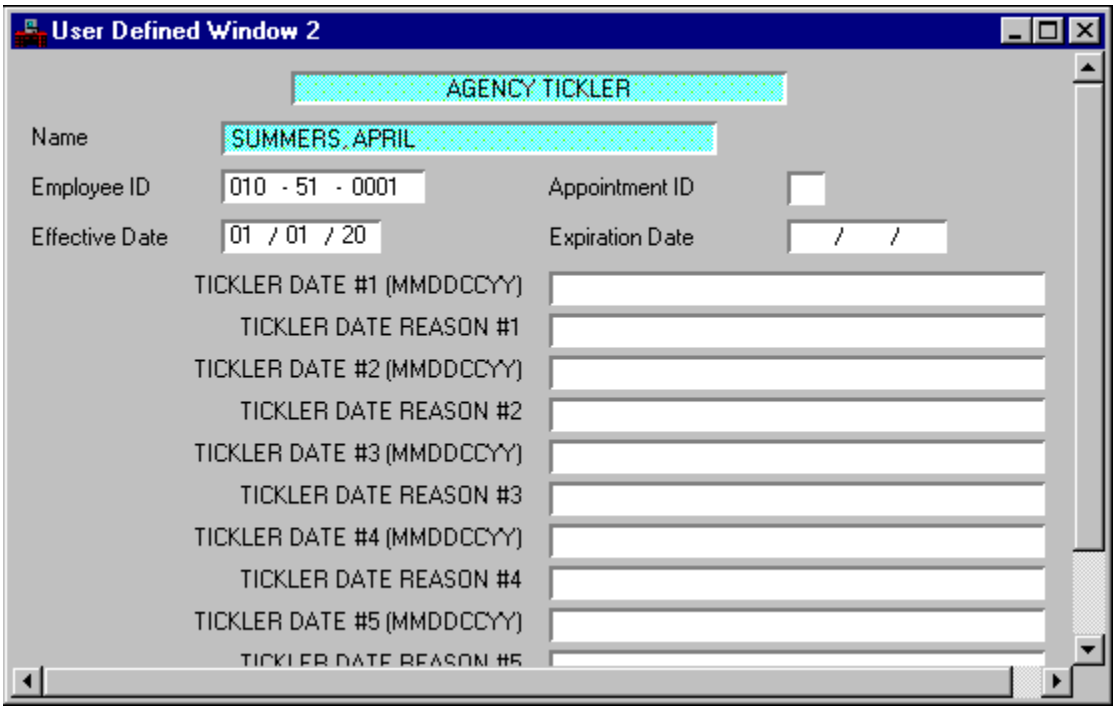
Field not defined	30	Field not defined.

User Defined Window 2 (USR2)

Purpose

The User Defined Window 2 (USR2) is used to record miscellaneous employee information.

USR2 Coding Instructions



Field Name	Length	Definition
(Window Name)	Display Only	Displays the window name.
Name	Display Only	Displays the employee's full name (last name, first name, and middle initial).
Employee ID	10	**Required.** Enter the employee's social security number.

Appointment ID	1	Default is blank. If an employee holds more than one position, enter the appointment identification number to indicate which position is affected. Leave blank to indicate the employee's primary appointment.
Effective Date	6	**Required.** Enter the date (*mm/dd/yy*) the employee information is effective.
Expiration Date	6	Default is **99/99/99**. For active employees, this date must always be **99/99/99**. If an employee is inactivated on the Employment Status Maintenance (ESMT) window, this date must be changed to reflect the employee inactivation date. **Note:** As a subsequent transaction is completed, the expiration date for the previous transaction is automatically updated to the day before the effective date of the new transaction.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.

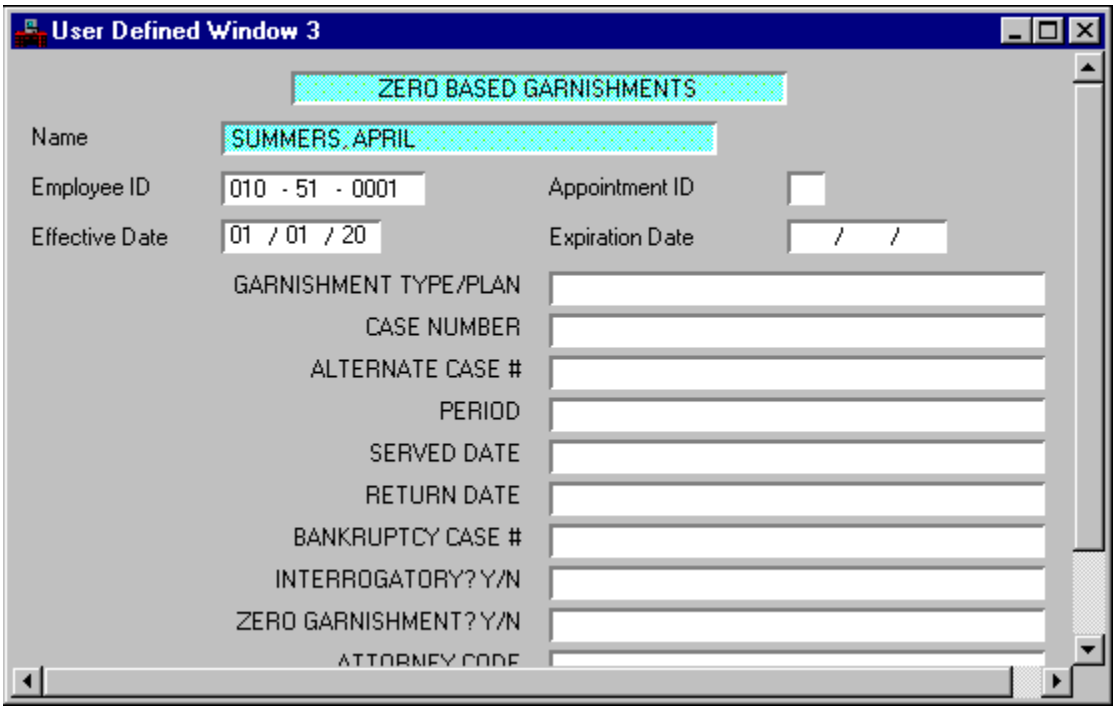
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.

User Defined Window 3 (USR3)

Purpose

The User Defined Window 3 (USR3) is used to record miscellaneous employee information.

USR3 Coding Instructions



Field Name	Length	Definition

(Window Name)	Display Only	Displays the window name.
Name	Display Only	Displays the employee's full name (last name, first name, and middle initial).
Employee ID	10	**Required.** Enter the employee's social security number.
Appointment ID	1	Default is blank. If an employee holds more than one position, enter the appointment identification number to indicate which position is affected. Leave blank to indicate the employee's primary appointment.
Effective Date	6	**Required.** Enter the date (*mm/dd/yy*) the employee information is effective.
Expiration Date	6	Default is **99/99/99**. For active employees, this date must always be **99/99/99**. If an employee is inactivated on the Employment Status Maintenance (ESMT) window, this date must be changed to reflect the employee inactivation date. **Note:** As a subsequent transaction is completed, the expiration date for the previous transaction is automatically updated to the day before the effective date of the new transaction.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.

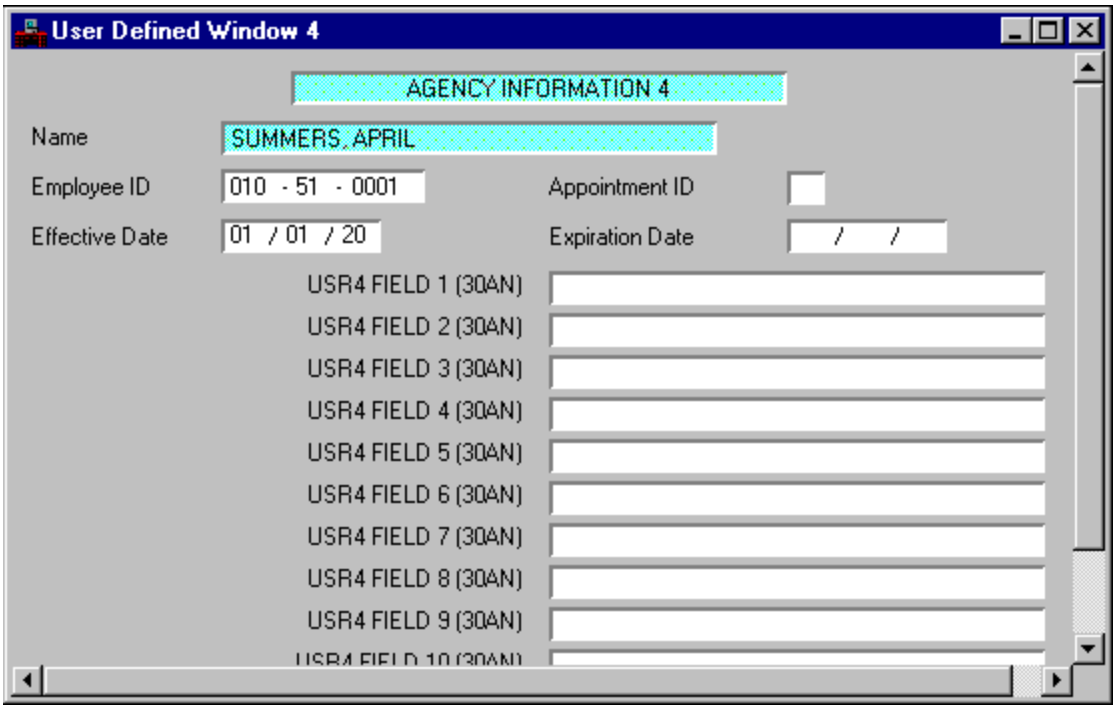
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.

User Defined Window 4 (USR4)

Purpose

The User Defined Window 4 (USR4) is used to record miscellaneous employee information.

USR4 Coding Instructions



Field Name	Length	Definition
(Window Name)	Display Only	Displays the window name.
Name	Display Only	Displays the employee's full name (last name, first name, and middle initial).
Employee ID	10	**Required.** Enter the employee's social security number.
Appointment ID	1	Default is blank. If an employee holds more than one position, enter the appointment identification number to indicate which position is affected. Leave blank to indicate the employee's primary appointment.
Effective Date	6	**Required.** Enter the date (*mm/dd/yy*) the employee information is effective.
Expiration Date	6	Default is **99/99/99**. For active employees, this date must always be **99/99/99**. If an employee is inactivated on the Employment Status Maintenance (ESMT) window, this date must be changed to reflect the employee inactivation date. **Note:** As a subsequent transaction is completed, the expiration

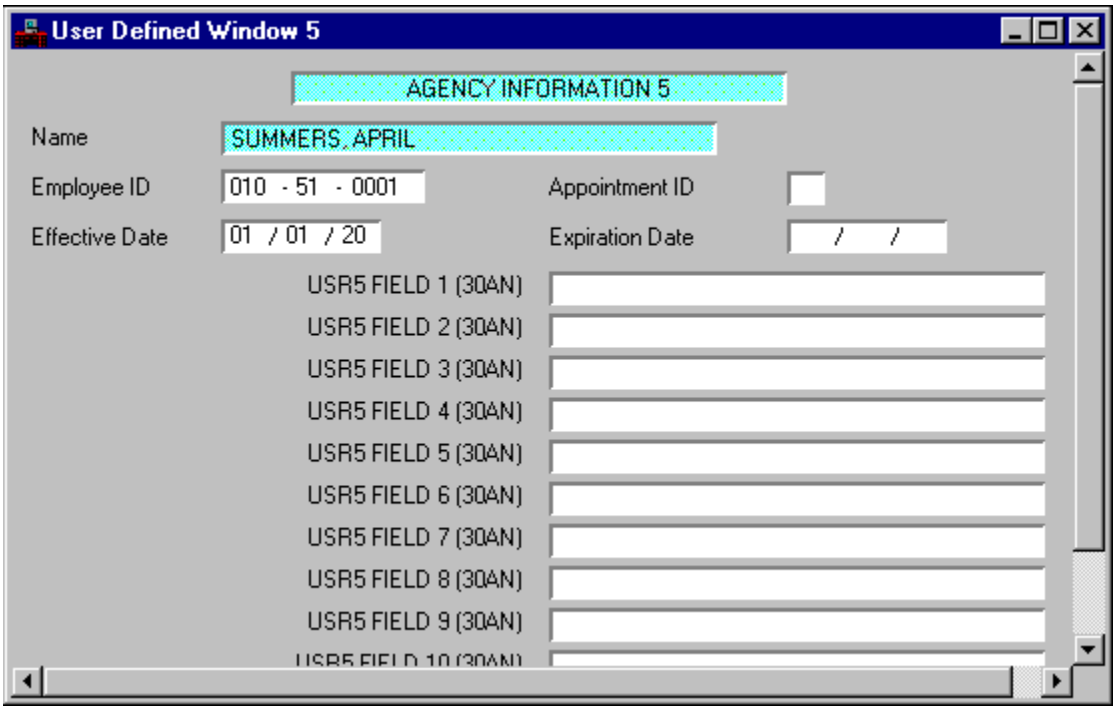
		date for the previous transaction is automatically updated to the day before the effective date of the new transaction.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.

User Defined Window 5 (USR5)

Purpose

The User Defined Window 5 (USR5) is used to record miscellaneous employee information.

USR5 Coding Instructions



Field Name	Length	Definition
(Window Name)	Display Only	Displays the window name.
Name	Display Only	Displays the employee's full name (last name, first name, and middle initial).
Employee ID	10	**Required.** Enter the employee's social security number.
Appointment ID	1	Default is blank. If an employee holds more than one position, enter the appointment identification number to indicate which position is affected. Leave blank to indicate the employee's primary appointment.
Effective Date	6	**Required.** Enter the date (*mm/dd/yy*) the employee information is effective.

Expiration Date	6	Default is **99/99/99**. For active employees, this date must always be **99/99/99**. If an employee is inactivated on the Employment Status Maintenance (ESMT) window, this date must be changed to reflect the employee inactivation date. **Note:** As a subsequent transaction is completed, the expiration date for the previous transaction is automatically updated to the day before the effective date of the new transaction.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.

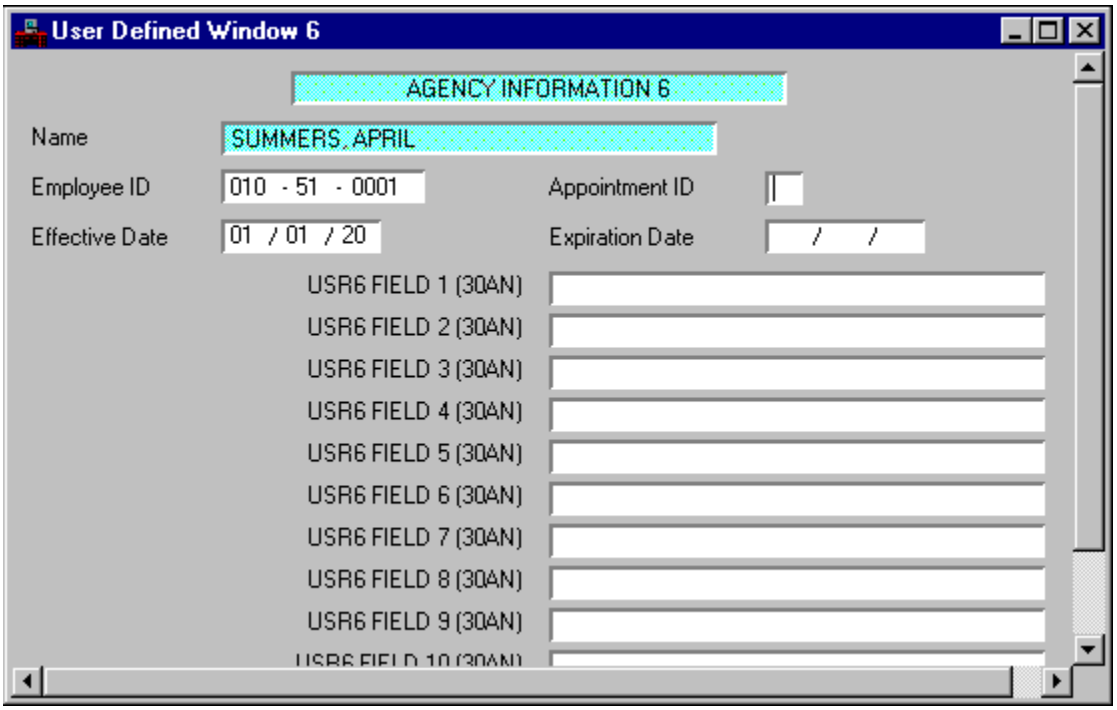
Field not defined	30	Field not defined.

User Defined Window 6 (USR6)

Purpose

The User Defined Window 6 (USR6) is used to record miscellaneous employee information.

USR6 Coding Instructions



Field Name	Length	Definition
(Window Name)	Display Only	Displays the window name.
Name	Display Only	Displays the employee's full name (last name, first name, and middle initial).
Employee ID	10	**Required.** Enter the employee's social security number.

Appointment ID	1	Default is blank. If an employee holds more than one position, enter the appointment identification number to indicate which position is affected. Leave blank to indicate the employee's primary appointment.
Effective Date	6	**Required.** Enter the date (*mm/dd/yy*) the employee information is effective.
Expiration Date	6	Default is **99/99/99**. For active employees, this date must always be **99/99/99**. If an employee is inactivated on the Employment Status Maintenance (ESMT) window, this date must be changed to reflect the employee inactivation date. **Note:** As a subsequent transaction is completed, the expiration date for the previous transaction is automatically updated to the day before the effective date of the new transaction.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.

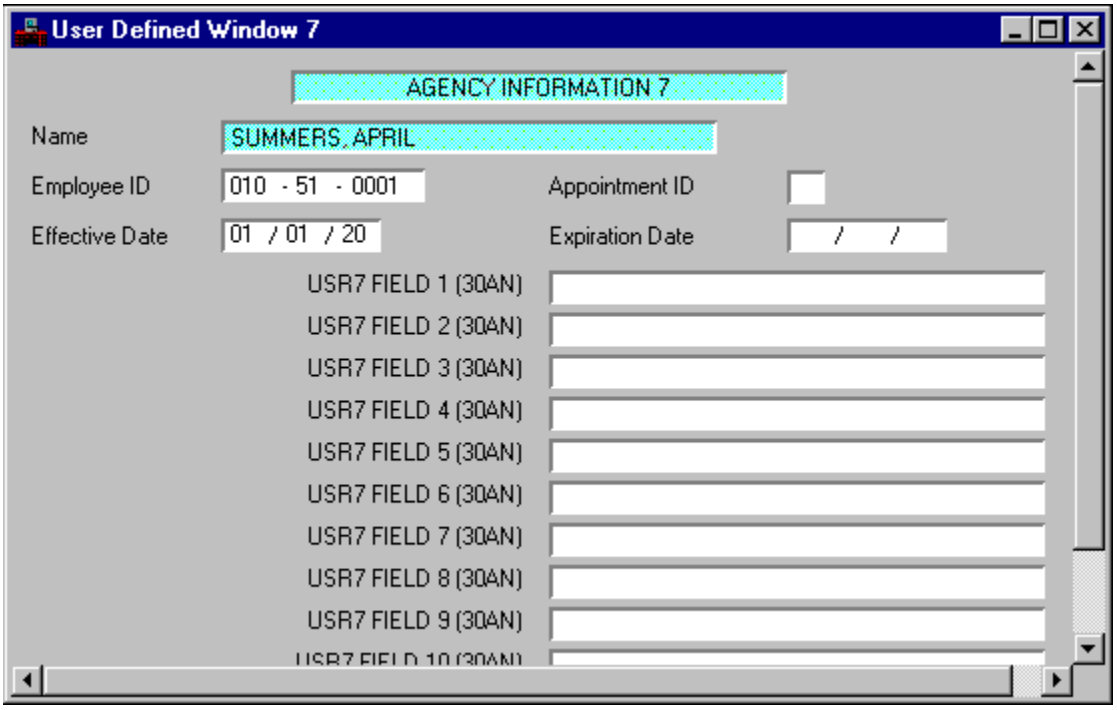
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.

User Defined Window 7 (USR7)

Purpose

The User Defined Window 7 (USR7) is used to record miscellaneous employee information.

USR7 Coding Instructions



Field Name	Length	Definition

(Window Name)	Display Only	Displays the window name.
Name	Display Only	Displays the employee's full name (last name, first name, and middle initial).
Employee ID	10	**Required.** Enter the employee's social security number.
Appointment ID	1	Default is blank. If an employee holds more than one position, enter the appointment identification number to indicate which position is affected. Leave blank to indicate the employee's primary appointment.
Effective Date	6	**Required.** Enter the date (*mm/dd/yy*) the employee information is effective.
Expiration Date	6	Default is **99/99/99**. For active employees, this date must always be **99/99/99**. If an employee is inactivated on the Employment Status Maintenance (ESMT) window, this date must be changed to reflect the employee inactivation date. **Note:** As a subsequent transaction is completed, the expiration date for the previous transaction is automatically updated to the day before the effective date of the new transaction.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.

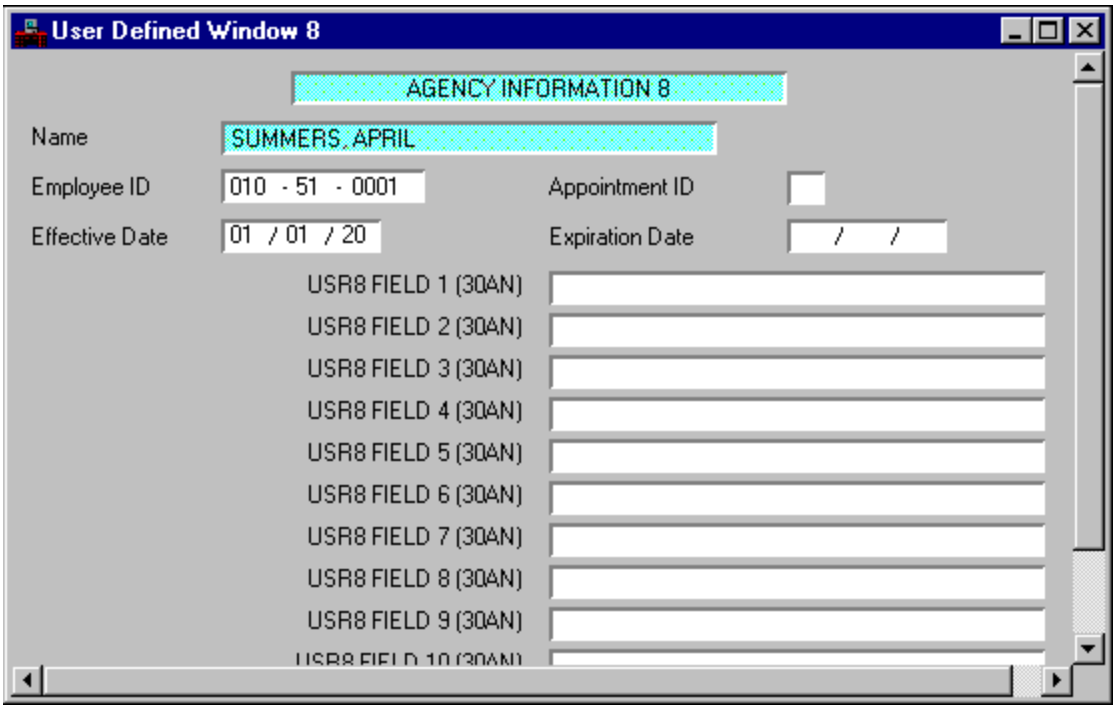
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.

User Defined Window 8 (USR8)

Purpose

The User Defined Window 8 (USR8) is used to record miscellaneous employee information.

USR8 Coding Instructions



Field Name	Length	Definition
(Window Name)	Display Only	Displays the window name.
Name	Display Only	Displays the employee's full name (last name, first name, and middle initial).
Employee ID	10	**Required.** Enter the employee's social security number.
Appointment ID	1	Default is blank. If an employee holds more than one position, enter the appointment identification number to indicate which position is affected. Leave blank to indicate the employee's primary appointment.
Effective Date	6	**Required.** Enter the date (*mm/dd/yy*) the employee information is effective.
Expiration Date	6	Default is **99/99/99**. For active employees, this date must always be **99/99/99**. If an employee is inactivated on the Employment Status Maintenance (ESMT) window, this date must be changed to reflect the employee inactivation date. **Note:** As a subsequent transaction is completed, the expiration

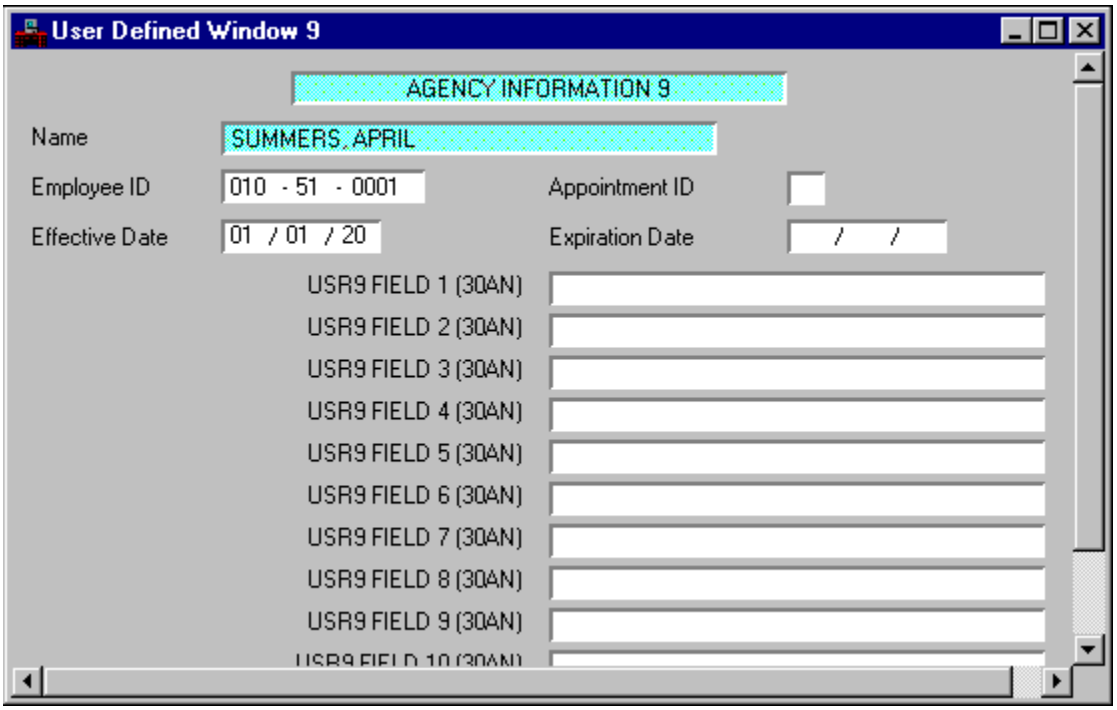
		date for the previous transaction is automatically updated to the day before the effective date of the new transaction.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.

User Defined Window 9 (USR9)

Purpose

The User Defined Window 9 (USR9) is used to record miscellaneous employee information.

USR9 Coding Instructions



Field Name	Length	Definition
(Window Name)	Display Only	Displays the window name.
Name	Display Only	Displays the employee's full name (last name, first name, and middle initial).
Employee ID	10	**Required.** Enter the employee's social security number.
Appointment ID	1	Default is blank. If an employee holds more than one position, enter the appointment identification number to indicate which position is affected. Leave blank to indicate the employee's primary appointment.
Effective Date	6	**Required.** Enter the date (*mm/dd/yy*) the employee information is effective.

Expiration Date	6	Default is **99/99/99**. For active employees, this date must always be **99/99/99**. If an employee is inactivated on the Employment Status Maintenance (ESMT) window, this date must be changed to reflect the employee inactivation date. **Note:** As a subsequent transaction is completed, the expiration date for the previous transaction is automatically updated to the day before the effective date of the new transaction.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.
Field not defined	30	Field not defined.

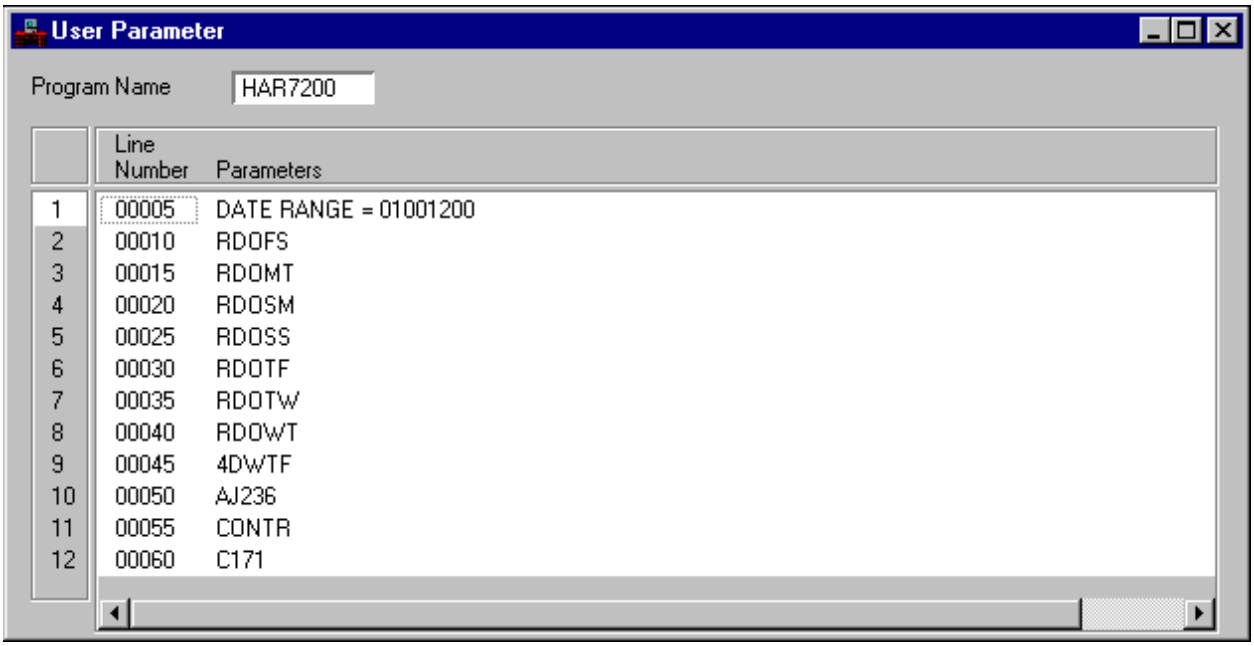
Field not defined	30	Field not defined.

User Parameter (UPRM)

Purpose

The User Parameter (UPRM) window is used to define parameters for programs that use unformatted parameters (e.g. supplemental gross-to-net, general archiving, retroactive pay processing, etc.) online prior to running an offline process.

UPRM Coding Instructions



Field Name	Length	Definition
Program Name	8	**Required.** Enter the name of the program that executes the parameters listed.
Line Number	5	**Optional.** The system assigns a sequential number automatically to each line of parameters. However, to insert a new line, enter a sequence number that would position the new line in the appropriate place.

	For this purpose, the system automatically numbers the lines in increments of 00005.
Parameters 70	**Required.** Enter the parameters needed to execute the program. Refer to the *System Administration Guide - Mass Change of Routing Numbers Procedures* for more information.

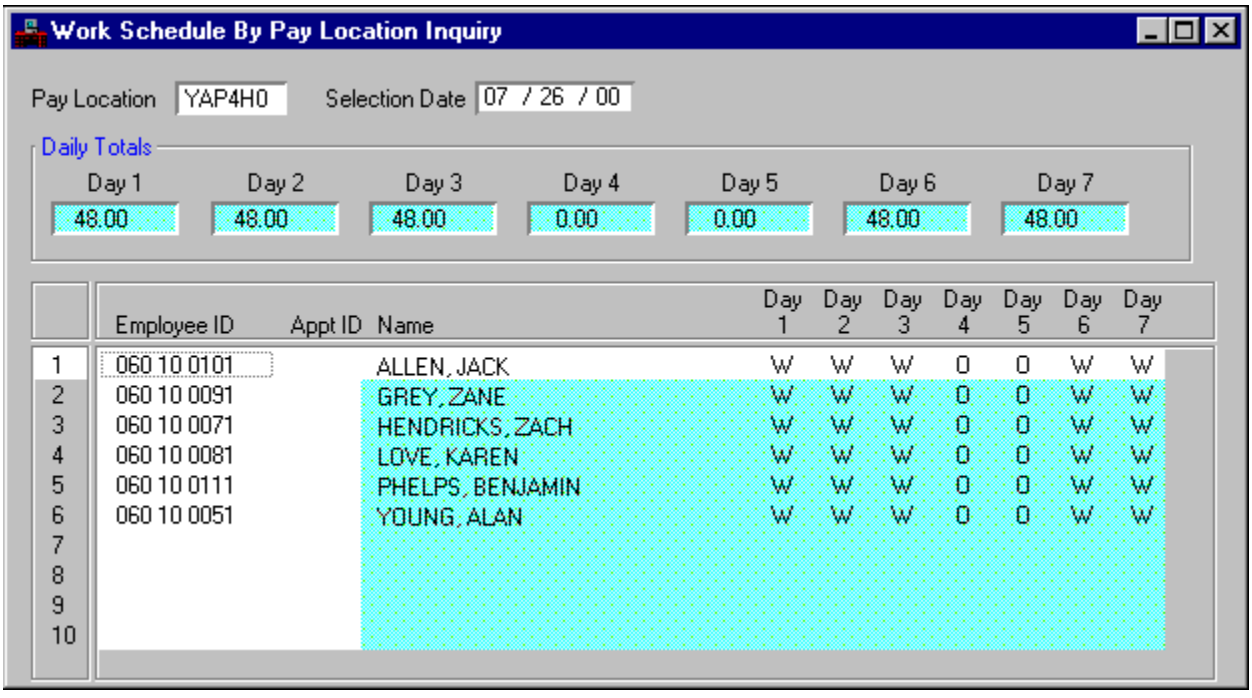
W

Work Schedule by Pay Location (QSCH)

Purpose

The Work Schedule by Pay Location (QSCH) window allows users to view work schedules of all employees within a specified pay location for a given week.

QSCH Coding Instructions



Field Name	Length	Definition

Pay Location	6	**Requires Input.** Enter the employee's pay location applicable to the Crew desired. Refer to the Location (LOC) window for valid codes.
Selection Date	6	**Requires Input.** Enter the selection date (the start of a seven day period).
Daily Totals (Day 1, Day 2, Day 3, Day 4, Day 5, Day 6, Day 7)	Display Only	The total hours worked each day by the employee's within the specified pay location is displayed for Day 1 through Day 7.
Employee ID	10	**Input Optional.** Enter the employee's identification (SSN) number. If left blank, the fields will be filled will all employees assigned to the Pay Location specified.
Appointment ID	1	**Input Optional.** If the employee holds more than one appointment, enter the appropriate appointment identification number for the employee. If this filed is left blank, the employee data pertains to the employee's primary appointment.
Day 1, Day 2, Day 3, Day 4, Day 5, Day 6, Day 7	Display Only	The following codes will be displayed: • ***W*** – if the employee worked on this day. • ***O*** – if this day is a scheduled off day. • ***H*** – if the employee took a leave on this day. • ***L*** – if the employee took a leave. If partial leave is taken, the hours worked will be listed instead of the **L**.