

UNIVERSITY *of* PENNSYLVANIA

Salary Management & Payroll Reallocations

Last Updated March 1, 2012

Table of Contents

Logging on to Mainframe System	6
Common Function Keys	10
Salary Management Main Menu.....	11
Salary Management Query Person Summary (PSUM)	12
Name Search Window	13
Person Summary (PSUM) Screen	14
Fiscal Year Summary (FYSUM) Window.....	15
Fiscal Year Account/Object Detail (FYDET) Window.....	16
Person Detail (PDET) Screen	17
Salary Query Person Detail (PDET)	18
Person Detail (PDET) Screen	19
Additional Details Window (PDET)	21
Additional Details Window (PDET)	22
Salary Subtotals Window	23
Account Number Window (9-Digit)	24
Salary Query Account Summary (ASUM)	25
Account Summary Screen (ASUM)	26
Fiscal Year Summary (FYSUM) Window.....	27
Fiscal Year Detail (FYDET) Window.....	28
Fiscal Year Detail (FYDET) Window.....	29
Salary Query Account Detail (ADET)	30
Account Detail (ADET) Screen	31
Additional Details (ADET) Window	33
Salary Management Reports	34
Reports Menu	35
PERD/PERS Parameters Screen	36
Entering SSN/NAME	37
Submit Report	38
Report Status	39
ACTD/ACTS/GRPA Parameters Screen.....	40
Report Confirmation Window	41
ACTD/ACTS/GRPA Future Enhancement.....	42

ERND/ERNS Parameters Screen	43
School/Centers Selection Window	44
Home Department Selection Window	45
Earnings Type Selection Window	46
ERND/ERNS Completed Screen	47
GRPS Parameters Screen	48
GRPA Parameters Screen	49
A21E Report Parameters.....	50
Reallocation.....	51
Human Resources Management System Function Menu.....	52
Common Function Keys	53
Reallocation Menu.....	54
Name Search Window	55
Salary Distribution Window	56
Salary Distribution Window	57
Add a Reallocation	58
Entering Reallocation Screen.....	59
Add Reallocation Reason Window	60
Add Confirmation Window	61
Options after processing ADD.....	62
Reallocation Added.....	63
Browsing Reallocations	64
List of Reallocations	65
Selecting a Record for Update.....	67
Updating a Record	68
Update Confirmation Window.....	69
Delete Confirmation Window.....	70
Deleted Reallocation.....	71
Searching By Department	72
Search Results.....	73
Logging Off	74
Appendices.....	76

Miscellaneous	77
Reallocation Fields	79
Glossary of Terms	80

Important Editor's Note

The screen shots you will see on the following pages were all taken on March 18th, 1997. At the time, these screens included social security numbers as well as the 'old' account University account numbers. In the 'live' Payroll/Personnel system these two pieces of information no longer appear on the screens. Other than that, all system functionality operates as indicated throughout the entire manual.

Introduction

Salary Management is the database that houses detailed payroll information. The system allows you to perform on-line inquiries of detailed salary transactions by account or by employee. In addition, the Salary Management System provides the capability to produce summary and detail reports for the payroll information requested.

Overview

Salary Query and Reporting contains salary information which can be viewed by employee or by account:

Query

- Account Detail (ADET)
- Account Summary (ASUM)
- Person Detail (PDET)
- Person Summary (PSUM)


Reports

- Standard Reports Menu (RPTS)
- Person Detail (PERD)
- Person Summary (PERS)
- Account Detail (ACTD)
- Account Summary (ACTS)
- Earnings Type Detail (ERND)
- Earnings Type Summary (ERNS)
- Group - School/Home Department (GRPS)
- Group - COA Segment (GRPA)
- A21 Effort (A21E)

Reallocation

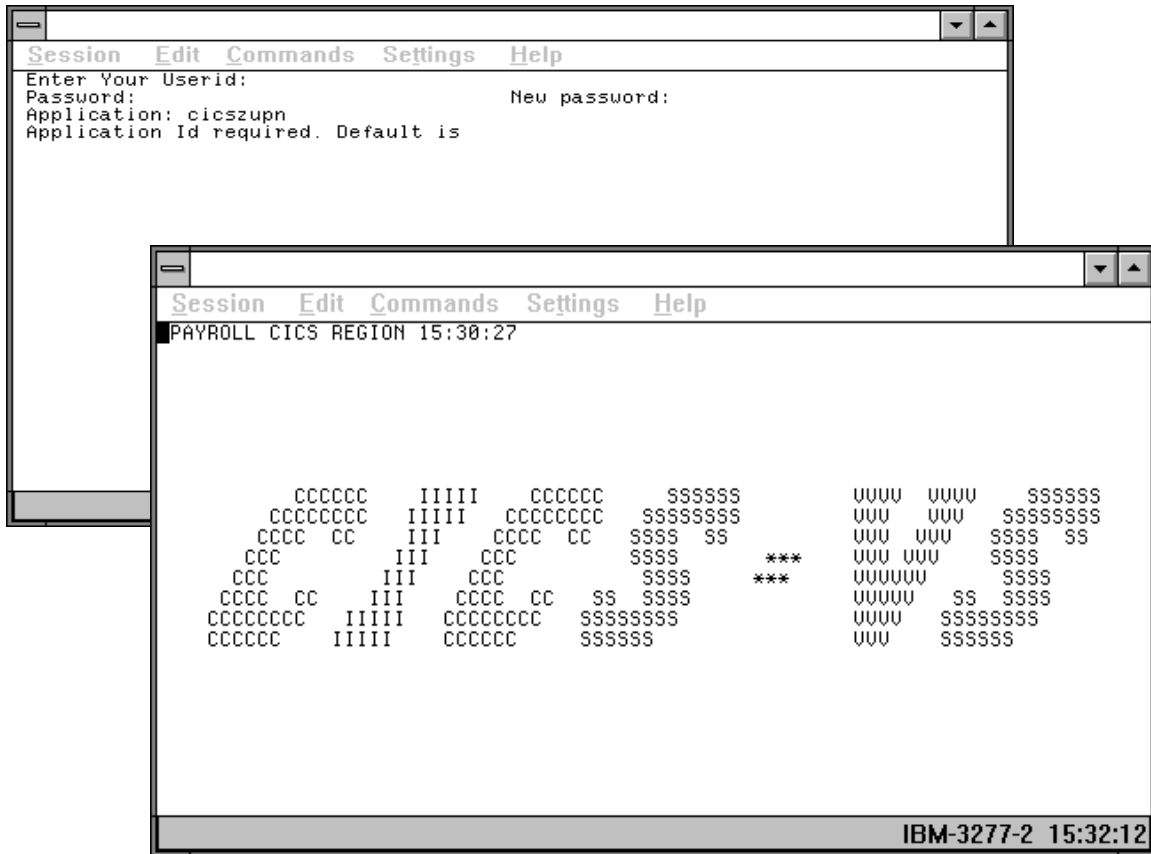
Reallocation is the process of adjusting General Ledger accounts to correct prior salary distributions

- Add Reallocations
- Browse Existing reallocations
- Update Reallocation
- Delete Reallocation

 *Access to Salary Query/Reporting and Reallocation is determined by the user's security file. Some records may not be accessible to certain users.*

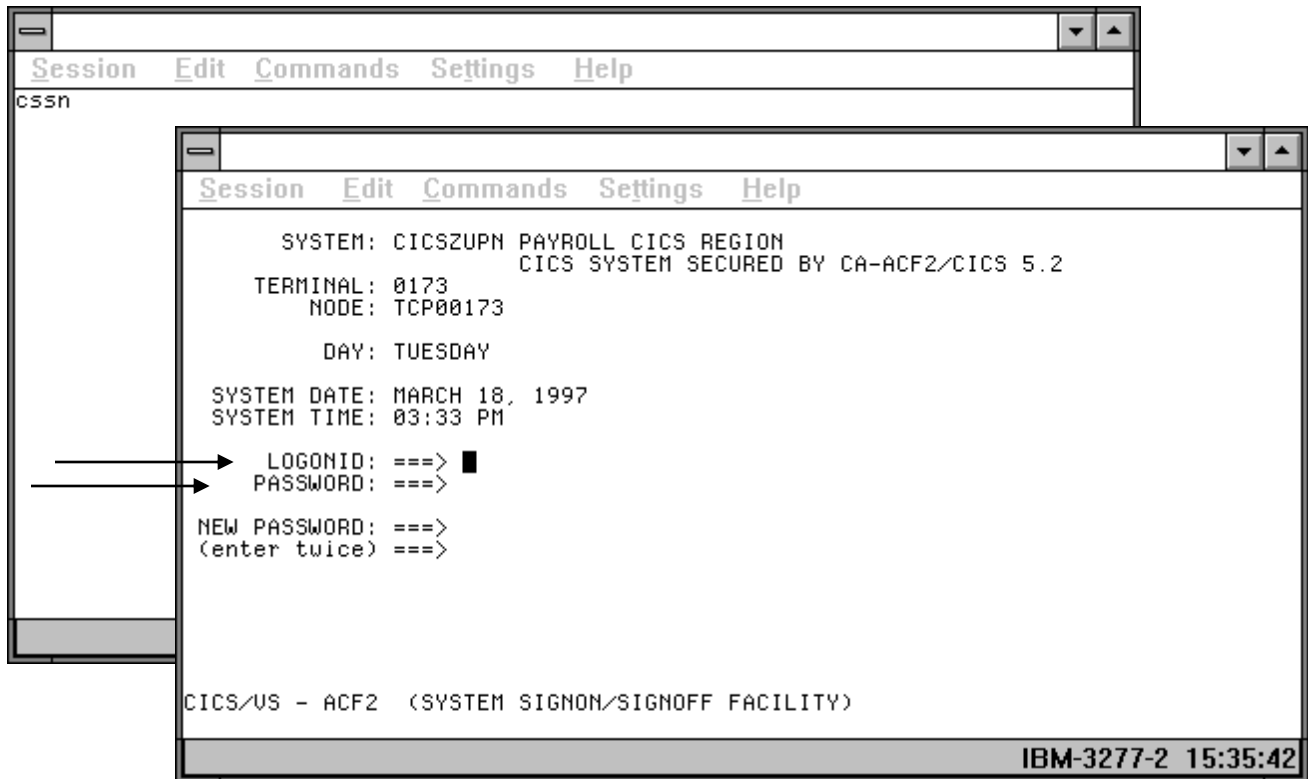
Reallocations are processed with every weekly Payroll cycle on Monday night

Logging on to Mainframe System



- Type `'cicsupn'`
- Press **[Enter]**
- Press **[Pause/Break]** to remove CICS banner screen

Logging on to Mainframe System (continued)



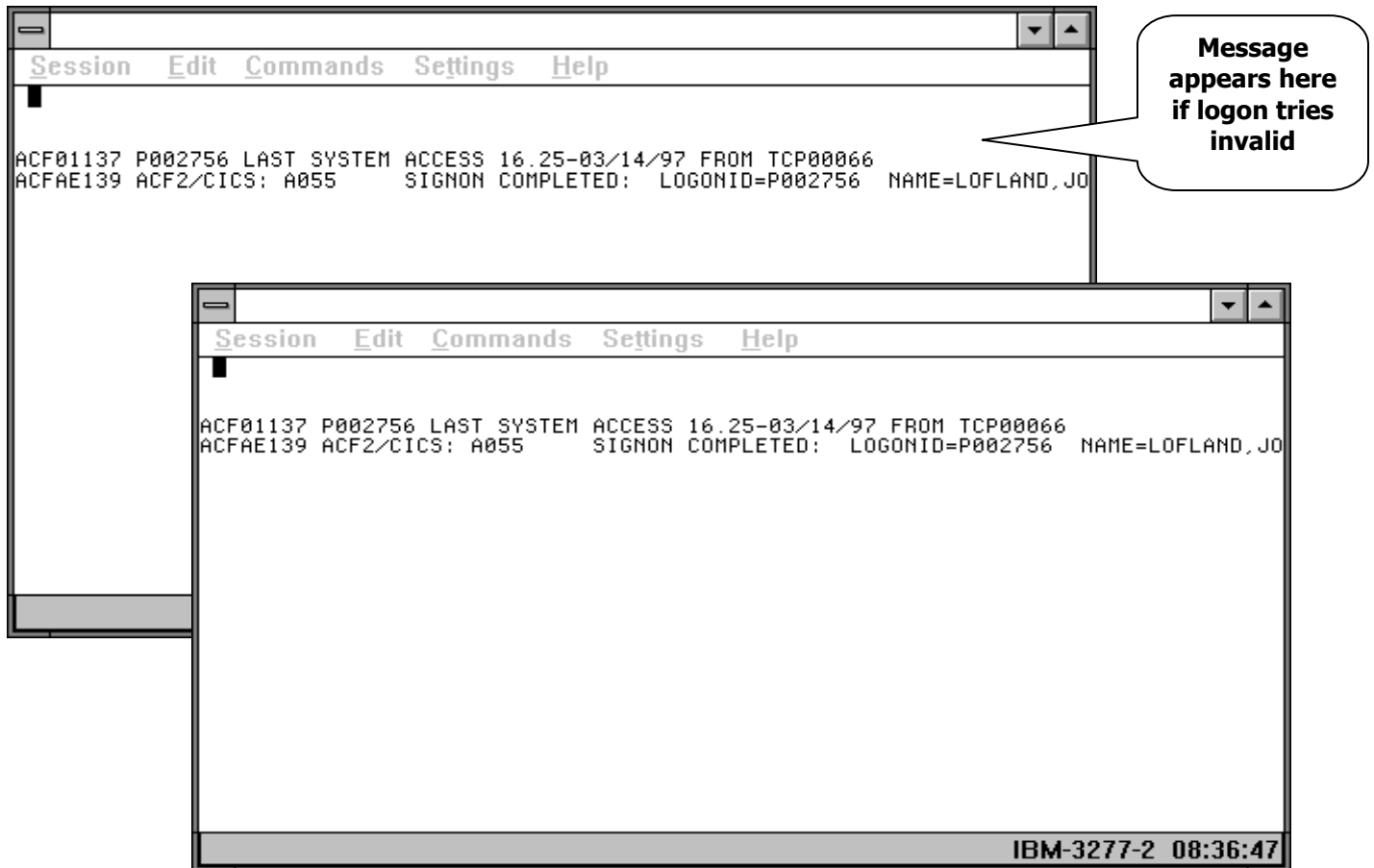
```
Session Edit Commands Settings Help
cssn

SYSTEM: CICSZUPN PAYROLL CICS REGION
CICS SYSTEM SECURED BY CA-ACF2/CICS 5.2
TERMINAL: 0173
NODE: TCP00173
DAY: TUESDAY
SYSTEM DATE: MARCH 18, 1997
SYSTEM TIME: 03:33 PM
LOGONID: ===>
PASSWORD: ===>
NEW PASSWORD: ===>
(enter twice) ===>

CICS/US - ACF2 (SYSTEM SIGNON/SIGNOFF FACILITY)
IBM-3277-2 15:35:42
```

- Type `'cssn'`
- Press **[Enter]**
- At system prompt for LOGONID and PASSWORD, type your userid and password
- Press **[Enter]**

Logging on to Mainframe System (continued)



- The system displays information about the session including a 'signon completed' message and the logon ID and name of the user
- Press [Pause/Break] to clear the screen
- Type '**umis**'
- Press [**Enter**]

Logging on to Mainframe System (continued)

```
Session  Edit  Commands  Settings  Help
03/18/97  MANAGEMENT SYSTEMS ONLINE APPLICATIONS DIRECTORY 15-40-29 UMMBA01
APPL. ID      DESCRIPTION                APPL. ID      DESCRIPTION
COAINQ  CHART OF ACCOUNTS INQUIRY    PAYROLL  NEW PAYROLL SYSTEM
SALMGMT  SALARY MANAGEMENT            UMISNEWS  ADMINISTRATIVE BULLETIN BOARD

UMIS - THE ABOVE APPLICATIONS ARE AVAILABLE TO YOU. TYPE IN THE NAME OF THE
APPLICATION YOU WISH, OR DEPRESS PF9 FOR HELP, OR PF12 TO SIGN OFF.

IBM-3277-2 15:42:18
```

- The system displays the UMIS Main Menu with 'Payroll' and 'Salmgmt' as options
- Type '**SALMGMT**' to access Salary Management main menu
- To access Payroll/Reallocation, type '**payroll**'
- Press [**Enter**]
- Salary Management main menu is displayed

Common Function Keys

Press Function Key	To
PF1	Get Help (Screen Help)
PF2	Get FHelp (Field Help)
PF3	Return to Previous Screen or Return to Standard Reports Menu
PF7	View Previous Page
PF8	View Next Page
PF9	Go to SALMGMT Main Menu
PF12	Exit application and 'CICS' Go to UMIS Main Menu

Salary Management Main Menu



TRAN	DESCRIPTION	REQUIRED INPUT
SALARY QUERY		
ADET	ACCOUNT DETAIL	(ENTER A 26 DIGIT COA & DATE)
ASUM	ACCOUNT SUMMARY	(ENTER A 26 DIGIT COA & DATE)
PDET	PERSON DETAIL	(ENTER A SSN OR NAME)
PSUM	PERSON SUMMARY	(ENTER A SSN OR NAME)
REPORTING RPTS	STANDARD REPORTS	(ENTER TRANS CODE ONLY)

SM0010M UNIVERSITY OF PENNSYLVANIA DATE: 03/21/97
 SALARY MANAGEMENT TIME: 15:50:13
 MAIN MENU

TRAN: _____ EMPL/COA: _____ DATE: 070196 TO 063097
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
 HELP FHELP COA26 QUIT

IBM-3277-2 15:52:05

1

2

3

- Fields to be entered on this screen are:
 - TRAN - Type of transaction
 - EMPL/COA - Employee name or ID/SSN, or the new 26 digit COA, depending on type of query
 - DATE - Dates in the format 'mmddyy' (defaults to current Fiscal Year if left blank)

☞ From any screen, type in the transaction required in the TRAN field to execute the transaction. Returning back to this menu is not necessary.

☞ If a new TRAN code is keyed over an old one, the system will treat all field values still present as input parameters

Salary Management Query Person Summary (PSUM)

```
Session  Edit  Commands  Settings  Help
SM0010M          UNIVERSITY OF PENNSYLVANIA          DATE: 03/21/97
                   SALARY MANAGEMENT                TIME: 15:48:24
                   MAIN MENU


      TRAN          DESCRIPTION          REQUIRED INPUT
      ----          -
SALARY QUERY
  ADET          ACCOUNT DETAIL          (ENTER A 26 DIGIT COA & DATE)
  ASUM          ACCOUNT SUMMARY          (ENTER A 26 DIGIT COA & DATE)
  PDET          PERSON DETAIL            (ENTER A SSN OR NAME)
  PSUM          PERSON SUMMARY           (ENTER A SSN OR NAME)

REPORTING
  RPTS          STANDARD REPORTS         (ENTER TRANS CODE ONLY)

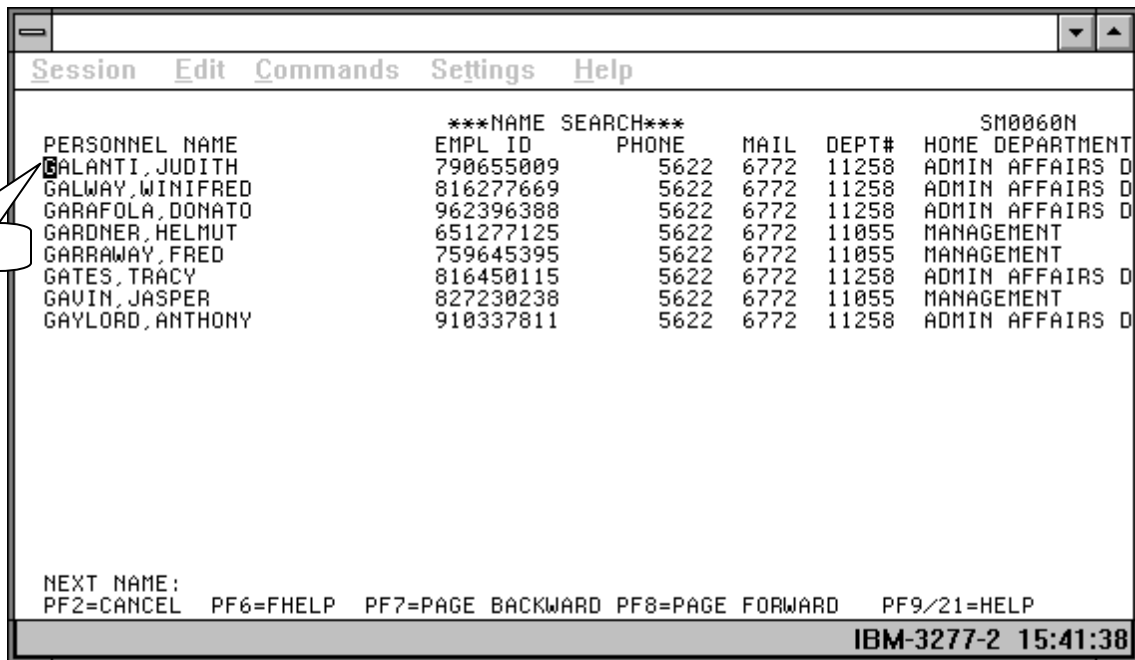
TRAN: psum EMPL/COA: ga          DATE: 070196 TO 063097
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP  FHELP          COA26          QUIT

IBM-3277-2 15:50:21
```

- Type **'PSUM'** in TRAN field
- Type first couple/few letters of the person's last name in EMPL/COA field (e.g. **'ga'**)
- Press **[Enter]**
- Name search function is invoked

 *ID/SSN can be entered instead of a name, in which case the name search routine will not be invoked*

Name Search Window



PERSONNEL NAME	EMPL ID	PHONE	MAIL	DEPT#	HOME DEPARTMENT
GALANTI, JUDITH	790655009	5622	6772	11258	ADMIN AFFAIRS D
GALWAY, WINIFRED	816277669	5622	6772	11258	ADMIN AFFAIRS D
GARAFOLA, DOMATO	962396388	5622	6772	11258	ADMIN AFFAIRS D
GARDNER, HELMUT	651277125	5622	6772	11055	MANAGEMENT
GARRAWAY, FRED	759645395	5622	6772	11055	MANAGEMENT
GATES, TRACY	816450115	5622	6772	11258	ADMIN AFFAIRS D
GAVIN, JASPER	827230238	5622	6772	11055	MANAGEMENT
GAYLORD, ANTHONY	910337811	5622	6772	11258	ADMIN AFFAIRS D

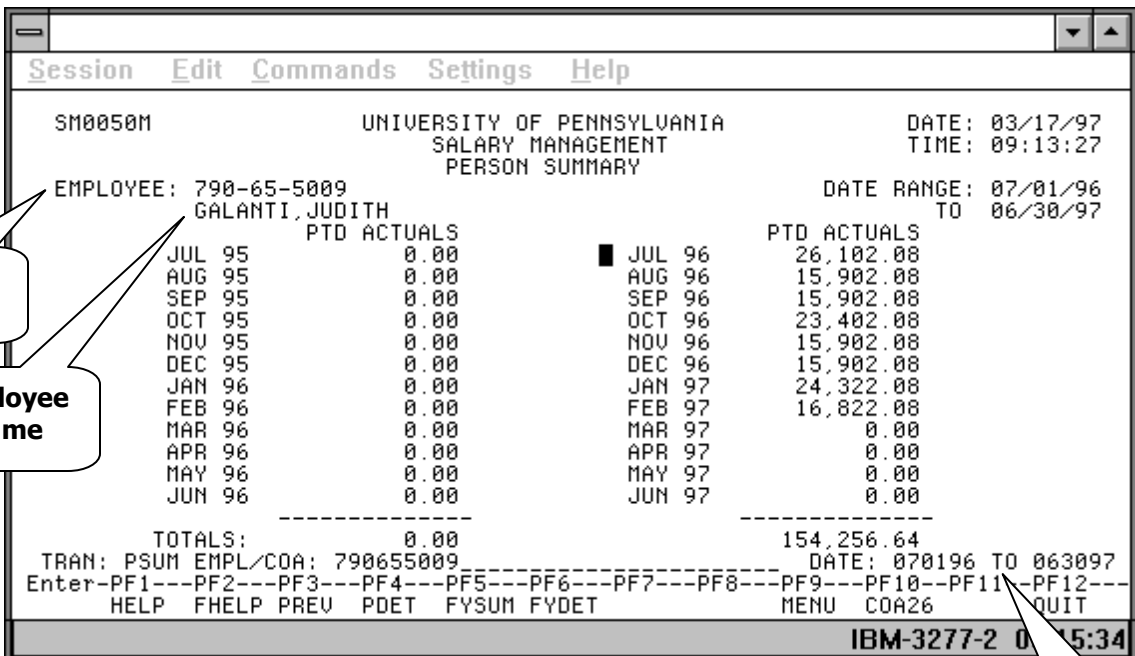
IBM-3277-2 15:41:38

- Cursor can be moved using arrow keys
- Name search list can be scrolled backward or forward using PF7 or PF8 respectively
- Position cursor on the name 'Galanti, Judith'
- Press **[Enter]**



Name Search list displays all names in the system, even though the user may not have access to all employees

Person Summary (PSUM) Screen



The screenshot shows a terminal window titled 'Session Edit Commands Settings Help'. The main content is as follows:

```

SM0050M                UNIVERSITY OF PENNSYLVANIA                DATE: 03/17/97
                        SALARY MANAGEMENT                        TIME: 09:13:27
                        PERSON SUMMARY
EMPLOYEE: 790-65-5009    DATE RANGE: 07/01/96
                        GALANTI, JUDITH                          TO 06/30/97
PTD ACTUALS
JUL 95 0.00
AUG 95 0.00
SEP 95 0.00
OCT 95 0.00
NOV 95 0.00
DEC 95 0.00
JAN 96 0.00
FEB 96 0.00
MAR 96 0.00
APR 96 0.00
MAY 96 0.00
JUN 96 0.00
-----
TOTALS: 0.00
TRAN: PSUM EMPL/COA: 790655009
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP FHELP PREV POET FYSUM FYDET MENU COA26 QUIT
IBM-3277-2 0 15:34
  
```

Callouts in the image point to:

- Employee ID/SSN:** 790-65-5009
- Employee Name:** GALANTI, JUDITH
- Date Fields:** DATE: 03/17/97, TIME: 09:13:27, DATE RANGE: 07/01/96 TO 06/30/97

- Person summary screen opens, showing monthly and fiscal year totals of the actual payments for the employee selected
- Date field can be used to request one week, one month, etc. up to two years of data within the last five years. A maximum of five years of data is stored by the system effective 07/01/96.


Fiscal Year Summary (FYSUM) Window

```

Session  Edit  Commands  Settings  Help
SM0050M          UNIVERSITY OF PENNSYLVANIA          DATE: 03/17/97
                  SALARY MANAGEMENT                TIME: 09:13:27
                  PERSON SUMMARY
EMPLOYEE: 790-65-5009          DATE RANGE: 07/01/96
                  GALANTI, JUDITH                  TO 06/30/97
                  PTD ACTUALS                      PTD ACTUALS
JUL 95          0.00          JUL 96          26,102.08
-----FISCAL YEAR SUMMARY-----
                  FYTD ACTUALS + ENCUMBRANCE = TOTAL SALARY
JUL 95 - JUN 96 -->          0.00          0.00          0.00
JUL 96 - JUN 97 --> 154,256.64          66,368.33          220,624.97
PF3=PREV
-----
JUN 96          0.00          JUN 97          0.00
-----
TOTALS:          0.00          154,256.64
TRAN: PSUM EMPL/COA: 790655009          DATE: 070196 TO 063097
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP FHELP PREV PDET FYSUM FYDET          MENU COA26          QUIT
IBM-3277-2 09:28:46
  
```

Encumbrance Amount

- **PF5** from Person Summary screen opens Fiscal Year Summary (FYSUM) window
- The actual amounts displayed are fiscal year-to-date. The encumbrance amount is either fiscal year-to-date or project-to-date (5 funds only).

 *Encumbrance amounts are available for the current fiscal year only. All other years will be always be zero.*

Fiscal Year Account/Object Detail (FYDET) Window

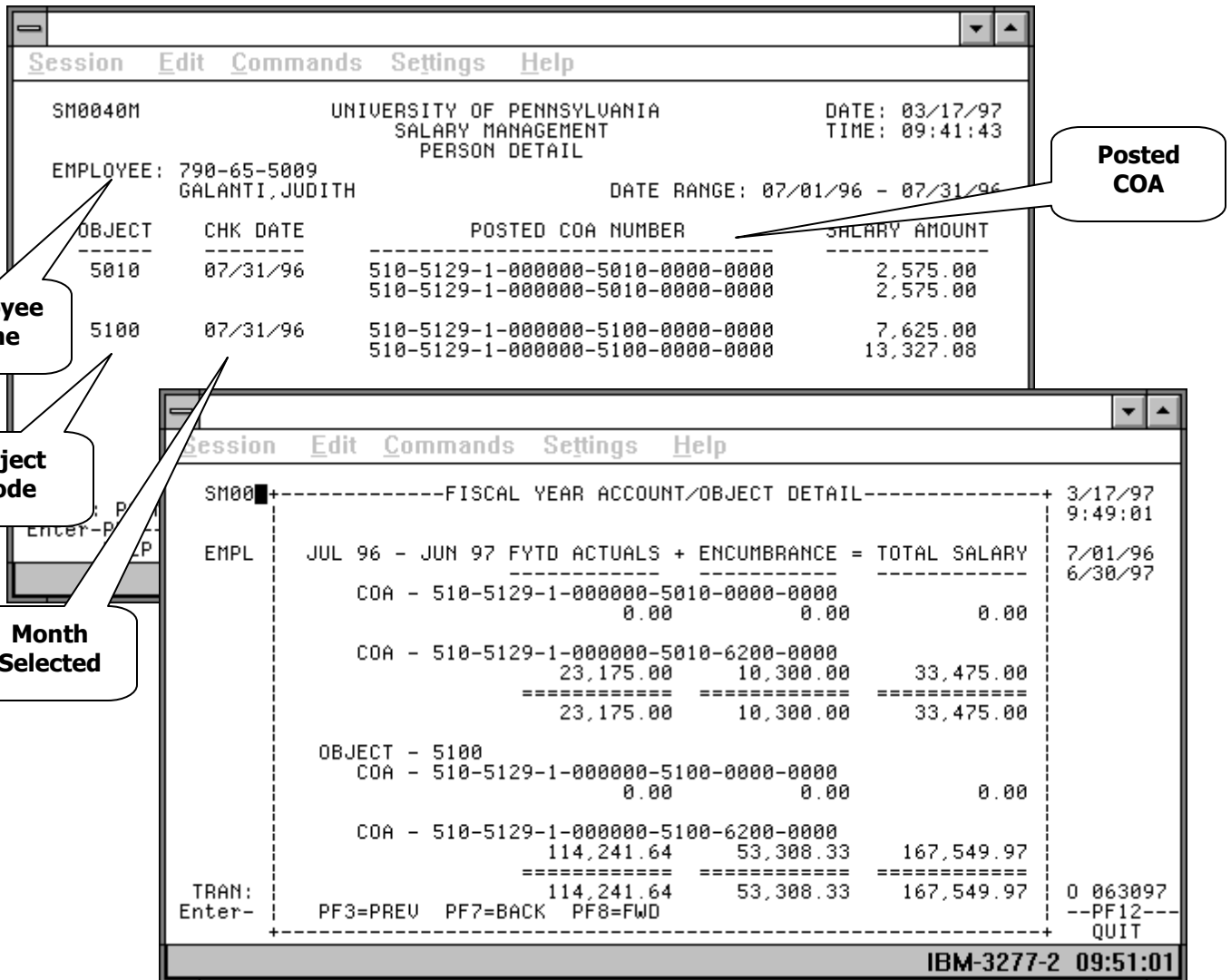
Session Edit Commands Settings Help				3/17/97 9:34:49
SM00	-----FISCAL YEAR ACCOUNT/OBJECT DETAIL-----			
EMPL	JUL 96 - JUN 97 FYTD ACTUALS + ENCUMBRANCE = TOTAL SALARY			7/01/96 6/30/97
	OBJECT - 5011			
	COA - 320-3205-1-000000-5011-4233-0000			
		1,840.00	2,760.00	4,600.00
		=====	=====	=====
		1,840.00	2,760.00	4,600.00
	OBJECT - 5100			
	COA - 320-3212-1-013201-5100-2000-0015			
		7,500.00	0.00	7,500.00
	COA - 320-3212-4-521460-5100-2000-0015			
		7,500.00	0.00	7,500.00
		=====	=====	=====
		15,000.00	0.00	15,000.00
TRAN:	OBJECT - 5010			0 063097
Enter-	PF3=PREV PF7=BACK PF8=FWD			--PF12-- QUIT
				IBM-3277-2 09:37:01

- **PF6** from Person Summary screen opens Fiscal Year Account/Object Detail (FYDET) window
- The actual amounts displayed are fiscal year-to-date. The encumbrance amount is either fiscal year-to-date or project-to-date (5 funds only).
- Display is grouped by Object Code in ascending order and sorted by COA in ascending order within each object group

Session Edit Commands Settings Help				3/17/97 9:49:01
SM00	-----FISCAL YEAR ACCOUNT/OBJECT DETAIL-----			
EMPL	JUL 96 - JUN 97 FYTD ACTUALS + ENCUMBRANCE = TOTAL SALARY			7/01/96 6/30/97
	COA - 510-5129-1-000000-5010-0000-0000			
		0.00	0.00	0.00
	COA - 510-5129-1-000000-5010-6200-0000			
		23,175.00	10,300.00	33,475.00
		=====	=====	=====
		23,175.00	10,300.00	33,475.00
	OBJECT - 5100			
	COA - 510-5129-1-000000-5100-0000-0000			
		0.00	0.00	0.00
	COA - 510-5129-1-000000-5100-6200-0000			
		114,241.64	53,308.33	167,549.97
		=====	=====	=====
		114,241.64	53,308.33	167,549.97
TRAN:				0 063097
Enter-	PF3=PREV PF7=BACK PF8=FWD			--PF12-- QUIT
				IBM-3277-2 09:51:01

- Press **PF8** to scroll forward

Person Detail (PDET) Screen



The screenshot shows two windows from an IBM mainframe terminal. The top window displays the 'PERSON DETAIL' screen for employee GALANTI, JUDITH. The bottom window displays the 'FISCAL YEAR ACCOUNT/OBJECT DETAIL' screen for the same employee, showing payment distribution by object code and COA for July 1996.

Employee Name: GALANTI, JUDITH

Object Code: 5100

Month Selected: 07/31/96

Posted COA: 510-5129-1-000000-5100-0000-0000

OBJECT	CHK DATE	POSTED COA NUMBER	SALARY AMOUNT
5010	07/31/96	510-5129-1-000000-5010-0000-0000	2,575.00
5100	07/31/96	510-5129-1-000000-5100-0000-0000	7,625.00
			13,327.08

EMPL	JUL 96 - JUN 97 FYTD ACTUALS + ENCUMBRANCE	TOTAL SALARY
COA - 510-5129-1-000000-5010-0000-0000	0.00	0.00
COA - 510-5129-1-000000-5010-6200-0000	23,175.00	33,475.00
	10,300.00	
	23,175.00	33,475.00
OBJECT - 5100		
COA - 510-5129-1-000000-5100-0000-0000	0.00	0.00
COA - 510-5129-1-000000-5100-6200-0000	114,241.64	167,549.97
	53,308.33	
	114,241.64	167,549.97

- Position the cursor at any month and press **PF4** (PDET) to obtain additional detail about that month
- **PF4** from Person Summary screen invokes Person Detail (PDET) screen
- Person Detail screen shows Payment distribution for selected employee for selected month
- Payment distributions are grouped by Object Code in ascending order, and sorted by COA in ascending order within each Object Code group

Salary Query

Person Detail (PDET)

```

Session  Edit  Commands  Settings  Help

SM0050M          UNIVERSITY OF PENNSYLVANIA          DATE: 03/17/97
                  SALARY MANAGEMENT          TIME: 09:50:32
                  PERSON SUMMARY

EMPLOYEE: 790-65-5009          DATE RANGE: 07/01/96
      GALANTI, JUDITH          TO 06/30/97

      PTD ACTUALS          PTD ACTUALS
      JUL 95          0.00          JUL 96          26,102.08
      AUG 95          0.00          AUG 96          15,902.08
      SEP 95          0.00          SEP 96          15,902.08
      OCT 95          0.00          OCT 96          23,402.08
      NOV 95          0.00          NOV 96          15,902.08
      DEC 95          0.00          DEC 96          15,902.08
      JAN 96          0.00          JAN 97          24,322.08
      FEB 96          0.00          FEB 97          16,822.08
      MAR 96          0.00          MAR 97           0.00
      APR 96          0.00          APR 97           0.00
      MAY 96          0.00          MAY 97           0.00
      JUN 96          0.00          JUN 97           0.00

      -----
      TOTALS:          0.00          154,256.64
TRAN: Pdet EMPL/COA: 790655009          DATE: 070196 TO 063097
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP FHELP PREV PDET FYSUM FYDET          MENU COA26          QUIT

IBM-3277-2 09:52:30
  
```

- Type '**PDET**' in TRAN field
- Type an employee ID or name in EMPL/COA field
- Date field defaults to current fiscal year. The date field may be overridden but may not exceed five years.
- Press **[Enter]**

Person Detail (PDET) Screen

Session Edit Commands Settings Help			
SM0040M	UNIVERSITY OF PENNSYLVANIA		DATE: 03/17/97
	SALARY MANAGEMENT		TIME: 09:53:09
	PERSON DETAIL		
EMPLOYEE: 790-65-5009			DATE RANGE: 07/01/96 - 06/30/97
GALANTI, JUDITH			
OBJECT	CHK DATE	POSTED COA NUMBER	SALARY AMOUNT
5010	07/31/96	510-5129-1-000000-5010-0000-0000	2,575.00
	08/30/96	510-5129-1-000000-5010-6200-0000	2,575.00
	09/30/96	510-5129-1-000000-5010-6200-0000	2,575.00
	10/31/96	510-5129-1-000000-5010-6200-0000	2,575.00
	11/27/96	510-5129-1-000000-5010-6200-0000	2,575.00
	12/20/96	510-5129-1-000000-5010-6200-0000	2,575.00
	01/31/97	510-5129-1-000000-5010-6200-0000	2,575.00
	02/21/97	510-5129-1-000000-5010-0000-0000	2,575.00-
		510-5129-1-000000-5010-0000-0000	2,575.00-
		510-5129-1-000000-5010-6200-0000	2,575.00
TRAN: PDET EMPL/COA: 790655009			DATE: 070196 TO 063097
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
HELP FHELP PREV DETL SUBT COA-9 BACK FWD MENU COA26			QUIT
			IBM-3277-2 09:55:03

- Person Detail screen shows payment distributions for the selected employee
- Payment distributions are grouped by Object Code in ascending order, and sorted by COA in ascending order within each Object Code group

Session Edit Commands Settings Help			
SM0040M	UNIVERSITY OF PENNSYLVANIA		DATE: 03/17/97
	SALARY MANAGEMENT		TIME: 09:55:10
	PERSON DETAIL		
EMPLOYEE: 790-65-5009			DATE RANGE: 07/01/96 - 06/30/97
GALANTI, JUDITH			
OBJECT	CHK DATE	POSTED COA NUMBER	SALARY AMOUNT
5010	02/21/97	510-5129-1-000000-5010-6200-0000	2,575.00
	02/28/97	510-5129-1-000000-5010-6200-0000	2,575.00
5011	01/31/97	320-3205-1-000000-5011-4233-0000	920.00
	02/28/97	320-3205-1-000000-5011-4233-0000	920.00
5100	07/31/96	510-5129-1-000000-5100-0000-0000	7,625.00
	08/30/96	510-5129-1-000000-5100-0000-0000	13,327.00
	09/30/96	510-5129-1-000000-5100-6200-0000	13,327.00
	10/31/96	320-3212-1-013201-5100-2000-0015	7,500.00
TRAN: PDET EMPL/COA: 790655009			DATE: 070196 TO 063097
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
HELP FHELP PREV DETL SUBT COA-9 BACK FWD MENU COA26			QUIT
			IBM-3277-2 09:56:58

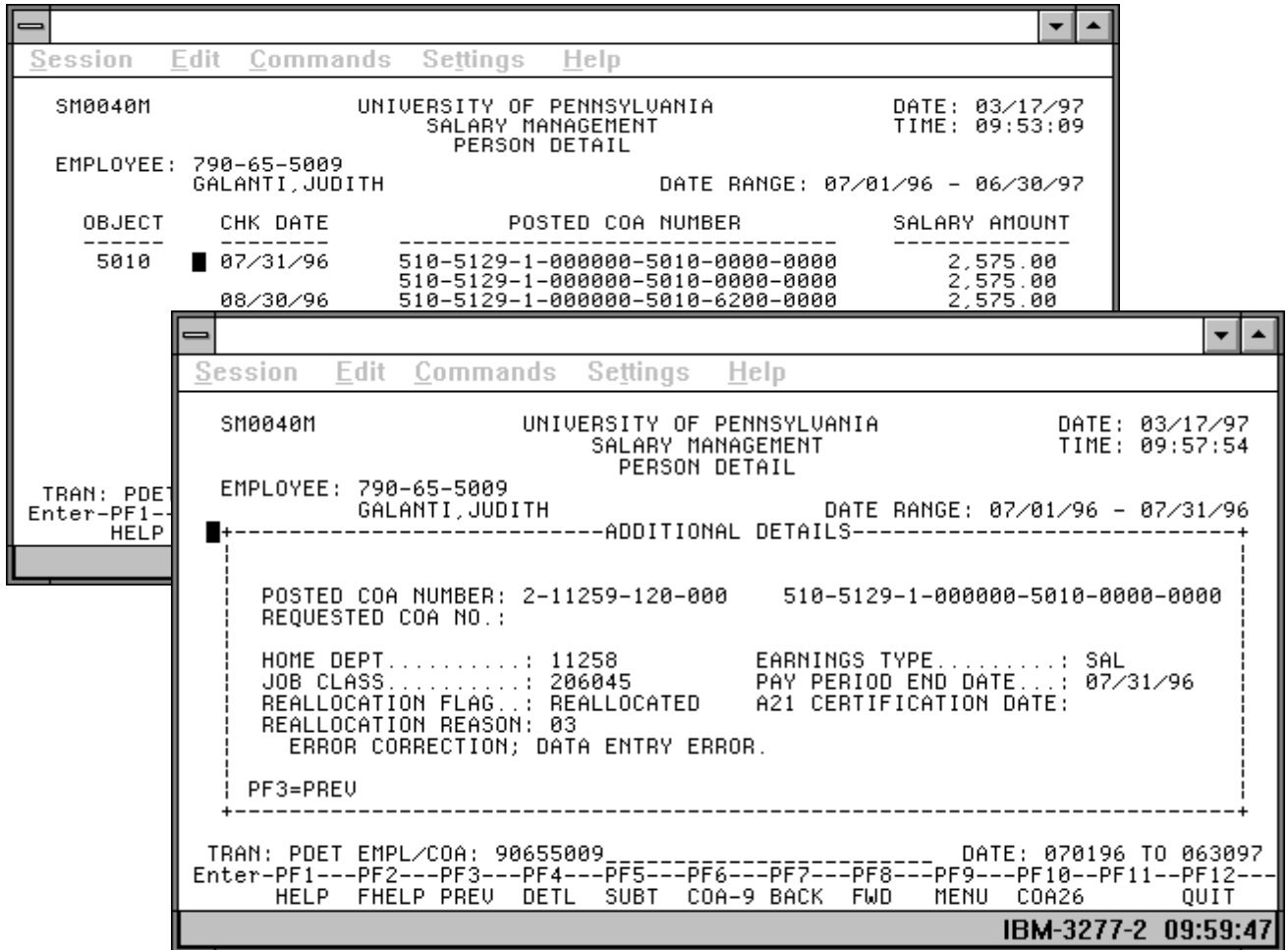
- Press **PF8** to scroll forward

Person Detail (PDET) Screen (continued)

Session Edit Commands Settings Help			
SM0040M	UNIVERSITY OF PENNSYLVANIA		DATE: 03/17/97
	SALARY MANAGEMENT		TIME: 09:55:33
	PERSON DETAIL		
EMPLOYEE: 790-65-5009			DATE RANGE: 07/01/96 - 06/30/97
GALANTI, JUDITH			
OBJECT	CHK DATE	POSTED COA NUMBER	SALARY AMOUNT
5100	10/31/96	510-5129-1-000000-5100-6200-0000	13,327.08
	11/27/96	510-5129-1-000000-5100-6200-0000	13,327.08
	12/20/96	510-5129-1-000000-5100-6200-0000	13,327.08
	01/31/97	320-3212-4-521460-5100-2000-0015	7,500.00
		510-5129-1-000000-5100-6200-0000	13,327.08
	02/21/97	510-5129-1-000000-5100-0000-0000	7,625.00-
		510-5129-1-000000-5100-0000-0000	13,327.08-
		510-5129-1-000000-5100-6200-0000	7,625.00
		510-5129-1-000000-5100-6200-0000	13,327.08
	02/28/97	510-5129-1-000000-5100-6200-0000	13,327.08
TRAN: PDET EMPL/COA: 790655009			DATE: 070196 TO 063097
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---			
HELP FHELP PREV DETL SUBT COA-9 BACK FWD MENU COA26			QUIT
			IBM-3277-2 09:57:23

- Press **PF8** to scroll forward

Additional Details Window (PDET)



Session Edit Commands Settings Help

SM0040M UNIVERSITY OF PENNSYLVANIA DATE: 03/17/97
SALARY MANAGEMENT TIME: 09:53:09
PERSON DETAIL

EMPLOYEE: 790-65-5009
GALANTI, JUDITH DATE RANGE: 07/01/96 - 06/30/97

OBJECT	CHK DATE	POSTED COA NUMBER	SALARY AMOUNT
5010	07/31/96	510-5129-1-000000-5010-0000-0000	2,575.00
	08/30/96	510-5129-1-000000-5010-0000-0000	2,575.00
		510-5129-1-000000-5010-6200-0000	2,575.00

TRAN: PDET
Enter-PF1--
HELP

Session Edit Commands Settings Help

SM0040M UNIVERSITY OF PENNSYLVANIA DATE: 03/17/97
SALARY MANAGEMENT TIME: 09:57:54
PERSON DETAIL

EMPLOYEE: 790-65-5009
GALANTI, JUDITH DATE RANGE: 07/01/96 - 07/31/96

-----ADDITIONAL DETAILS-----

POSTED COA NUMBER: 2-11259-120-000 510-5129-1-000000-5010-0000-0000
REQUESTED COA NO.:

HOME DEPT.....: 11258 EARNINGS TYPE.....: SAL
JOB CLASS.....: 206045 PAY PERIOD END DATE...: 07/31/96
REALLOCATION FLAG...: REALLOCATED A21 CERTIFICATION DATE:
REALLOCATION REASON: 03
ERROR CORRECTION; DATA ENTRY ERROR.

PF3=PREV

TRAN: PDET EMPL/COA: 90655009 DATE: 070196 TO 063097
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP FHELP PREV DETL SUBT COA-9 BACK FWD MENU COA26 QUIT

IBM-3277-2 09:59:47

- Move the cursor to a payment distribution and press **PF4** to select Additional Details window
- **PF4** from PDET screen opens Additional Details window
- Additional Details window displays COA numbers, the reallocation status and reason, the employee's home department, job class, earnings type and the pay period end date of the payment distribution selected

Additional Details Window (PDET)

```

Session  Edit  Commands  Settings  Help
SM0040M          UNIVERSITY OF PENNSYLVANIA          DATE: 03/21/97
                  SALARY MANAGEMENT                TIME: 17:21:44
                  PERSON DETAIL
EMPLOYEE: 828-37-3612
          GENTILE, JENNIFER          DATE RANGE: 07/01/96 - 06/30/97
┌-----ADDITIONAL DETAILS-----┐
POSTED COA NUMBER:          510-5143-1-000000-9501-0000-0000
REQUESTED COA NO.: 3-45126-148-002  510-5143-1-000000-0BJT-1411-0000
HOME DEPT.....: 11258          EARNINGS TYPE.....: RMO
JOB CLASS.....: 256030          PAY PERIOD END DATE...: 07/14/96
REALLOCATION FLAG..: REALLOCATED  A21 CERTIFICATION DATE:
REALLOCATION REASON: 03
          ERROR CORRECTION; DATA ENTRY ERROR.
PF3=PREV
└-----┘
TRAN: PDET EMPL/COA: 828373612          DATE: 070196 TO 063097
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          HELP  FHELP  PREV  DETL  SUBT  COA-9  BACK  FWD  MENU  COA26  QUIT
IBM-3277-2 17:23:55
  
```

- Posted and Requested COA numbers appear only if there has been an error in the requested account number. The 'Posted COA' is the account number the payment distribution has actually been posted to (suspense account), when the 'Requested (entered) COA number' was incorrect or invalid



*This payment **must** be reallocated to a correct account from the suspense account*

Salary Subtotals Window

```
Session Edit Commands Settings Help
SM0040M          UNIVERSITY OF PENNSYLVANIA          DATE: 03/21/97
                  SALARY MANAGEMENT                TIME: 17:21:44
                  PERSON DETAIL
EMPLOYEE: 828-37-3612
              GENTILE, JENNIFER                      DATE RANGE: 07/01/96 - 06/30/97
┌-----ADDITIONAL DETAILS-----┐
POSTED COA NUMBER:          510-5143-1-000000-9501-0000-0000
REQUESTED COA NO.: 3-45126-148-002  510-5143-1-000000-0BJT-1411-0000
HOME DEPT.....: 11258          EARNINGS TYPE.....: RMO
JOB CLASS.....: 256030        PAY PERIOD END DATE...: 07/14/96
REALLOCATION FLAG...: REALLOCATED  A21 CERTIFICATION DATE:
REALLOCATION REASON: 03
      ERROR CORRECTION; DATA ENTRY ERROR.
PF3=PREV
└-----┘
TRAN: PDET EMPL/COA: 828373612          DATE: 070196 TO 063097
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP  FHELP PREV DETL SUBT COA-9 BACK FWD  MENU COA26      QUIT
IBM-3277-2 17:23:55
```

- **PF5** (SUBT) from Person Detail screen opens salary subtotals per object code and check date for an employee
- Salary amount for each check date may consist of one or more detail transactions (as on PDET screen) and these are reflected as Subtotals, one per check date

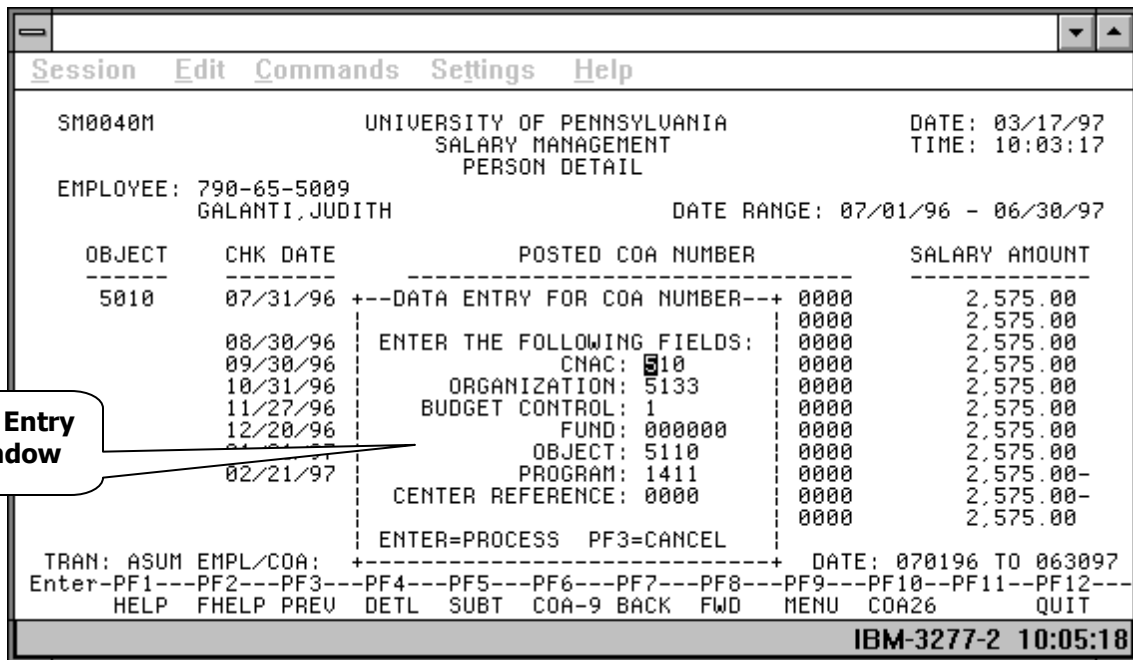
Account Number Window (9-Digit)

ACCOUNT SUB POS			POSTED COA NUMBER	SALARY AMOUNT
2-11259-120	000		510-5129-1-000000-5010-0000-0000	2,575.00
2-11259-120	002		510-5129-1-000000-5010-0000-0000	2,575.00
2-11259-120	002		510-5129-1-000000-5010-6200-0000	2,575.00
2-11259-120	002		510-5129-1-000000-5010-6200-0000	2,575.00
2-11259-120	002		510-5129-1-000000-5010-6200-0000	2,575.00
2-11259-120	002		510-5129-1-000000-5010-6200-0000	2,575.00
2-11259-120	002		510-5129-1-000000-5010-6200-0000	2,575.00
2-11259-120	000		510-5129-1-000000-5010-0000-0000	2,575.00-
2-11259-120	002		510-5129-1-000000-5010-0000-0000	2,575.00-
2-11259-120	000		510-5129-1-000000-5010-6200-0000	2,575.00

- PF6** (COA-9) from Person Detail (PDET) screen shows corresponding 9 digit account numbers for all the 26 digit account numbers on display

Salary Query

Account Summary (ASUM)



Session Edit Commands Settings Help

SM0040M UNIVERSITY OF PENNSYLVANIA DATE: 03/17/97
SALARY MANAGEMENT TIME: 10:03:17
PERSON DETAIL

EMPLOYEE: 790-65-5009 GALANTI, JUDITH DATE RANGE: 07/01/96 - 06/30/97

OBJECT	CHK DATE	POSTED COA NUMBER	SALARY AMOUNT
5010	07/31/96	0000	2,575.00
	08/30/96	0000	2,575.00
	09/30/96	0000	2,575.00
	10/31/96	0000	2,575.00
	11/27/96	0000	2,575.00
	12/20/96	0000	2,575.00
	02/21/97	0000	2,575.00

ENTER THE FOLLOWING FIELDS:
 CNAC: 510
 ORGANIZATION: 5133
 BUDGET CONTROL: 1
 FUND: 000000
 OBJECT: 5110
 PROGRAM: 1411
 CENTER REFERENCE: 0000

ENTER=PROCESS PF3=CANCEL

TRAN: ASUM EMPL/COA: DATE: 070196 TO 063097
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
 HELP FHELP PREV DETL SUBT COA-9 BACK FWD MENU COA26 QUIT

IBM-3277-2 10:05:18

COA Entry Window

- Type **'ASUM'** in TRAN field
 - Enter 26-digit COA in the EMPL/COA field (with hyphens after each segment)
- OR**
- Press **PF10** to open COA data entry window
 - Press **[Enter]** to close the window
 - Enter Date range if a period other than the current fiscal year is desired

Account Summary Screen (ASUM)

```

Session  Edit  Commands  Settings  Help
SM0030M          UNIVERSITY OF PENNSYLVANIA          DATE: 03/17/97
                  SALARY MANAGEMENT                TIME: 10:10:07
                  ACCOUNT SUMMARY
COA NUMBER.: 510-5133-1-000000-5110-1411-0000    DATE RANGE: 07/01/96
DESCRIPTION: GRAD PERIODONTIC                    TO 06/30/97
                  PTD ACTUALS
      JUL 95          0.00          ■ JUL 96          4,619.65
      AUG 95          0.00          AUG 96          6,597.75
      SEP 95          0.00          SEP 96          4,678.89
      OCT 95          0.00          OCT 96          4,394.95
      NOV 95          0.00          NOV 96          5,527.55
      DEC 95          0.00          DEC 96          3,818.96
      JAN 96          0.00          JAN 97          4,181.40
      FEB 96          0.00          FEB 97          3,316.32
      MAR 96          0.00          MAR 97           836.28
      APR 96          0.00          APR 97           0.00
      MAY 96          0.00          MAY 97           0.00
      JUN 96          0.00          JUN 97           0.00
-----
TOTALS:              0.00              37,971.75
TRAN: ASUM EMPL/COA: 510-5133-1-000000-5110-1411-0000  DATE: 070196 TO 063097
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP FHELP PREV ADET FYSUM FYDET          MENU COA26      QUIT
IBM-3277-2 10:11:55

```

- Account Summary screen displays monthly and Fiscal Year totals for the account number entered
- Date field defaults to current fiscal year. The date field may be overridden but may not exceed five years.

Fiscal Year Summary (FYSUM) Window

```

Session  Edit  Commands  Settings  Help
SM0030M          UNIVERSITY OF PENNSYLVANIA          DATE: 03/17/97
                  SALARY MANAGEMENT                TIME: 10:10:07
                  ACCOUNT SUMMARY
COA NUMBER.: 510-5133-1-000000-5110-1411-0000    DATE RANGE: 07/01/96
DESCRIPTION: GRAD PERIODONTIC                    TO 06/30/97
                  PTD ACTUALS
JUL 95          0.00          JUL 96          4,619.65
-----FISCAL YEAR SUMMARY-----
                  FYTD ACTUALS + ENCUMBRANCE = TOTAL SALARY
JUL 95 - JUN 96 -->          0.00          0.00          0.00
JUL 96 - JUN 97 --> 37,971.75  13,380.55  51,352.30
PF3=PREV
JUN 96          0.00          JUN 97          0.00
TOTALS:          0.00          37,971.75
TRAN: ASUM EMPL/COA: 510-5133-1-000000-5110-1411-0000  DATE: 070196 TO 063097
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP FHELP PREV ADET FYSUM FYDET          MENU COA26      QUIT
IBM-3277-2 10:12:53
  
```

- **PF5** from Account Summary screen opens Fiscal Year Summary (FYSUM) window
- Fiscal Year Summary window displays Actual and Encumbrance totals for the fiscal years entered

 *Encumbrance amount will only be displayed for the current fiscal year. All other years will be Zero*

Fiscal Year Detail (FYDET) Window

Session Edit Commands Settings Help				
SM0030M	UNIVERSITY OF PENNSYLVANIA	DATE: 03/17/97		
	SALARY MANAGEMENT	TIME: 10:11:43		
	ACCOUNT SUMMARY			
COA NUMBER.: 510-5133-1-000000-5110-1411-0000		DATE RANGE: 07/01/96		
-----FISCAL YEAR DETAIL-----				
DATE RANGE -> JUL 96 - JUN 97				
EMPLOYEE ID	EMPLOYEE NAME	FYTD ACTUALS +	ENCUMBRANCE =	TOTAL SALARY
795-61-5310	YOUTH, PATRICIA	6,971.20	3,200.00	10,171.20
811-69-6041	DONLEY, CARL JOHN	8,909.25	4,072.85	12,982.10
832-47-5711	SCOTTON, COLDIHERE	13,742.13	6,107.70	19,849.83
833-59-6793	MAKER, ANNA	6,369.81	0.00	6,369.81
837-37-3522	O'NEAL, KAREN	1,979.36	0.00	1,979.36
PF3=PREV PF7=BACK PF8=FWD				
IBM-3277-2 10:13:33				

- **PF6** from Account Summary screen opens Fiscal Year Detail (FYDET) window for current fiscal year
- This window shows Actuals and Encumbrances for each employee paid out of that account, sorted by Employee ID in ascending order

Fiscal Year Detail (FYDET) Window

Session Edit Commands Settings Help			
SM0030M	UNIVERSITY OF PENNSYLVANIA	DATE:	03/21/97
	SALARY MANAGEMENT	TIME:	17:35:05
	ACCOUNT SUMMARY		
COA NUMBER.:	510-5133-1-000000-5110-1411-0000	DATE RANGE:	07/01/96
DESCRIPTION:	GRAD PERIODONTIC	TO	06/30/97
	PTD ACTUALS		PTD ACTUALS
JUL 95	0.00	JUL 96	4,619.65
AUG 95	0.00	AUG 96	6,597.75
SEP 95	0.00	SEP 96	4,678.89
OCT 95	0.00	OCT 96	4,394.95
NOV 95	0.00	NOV 96	5,527.55
DEC 95	0.00	DEC 96	3,818.96
JAN 96	0.00	JAN 97	4,181.40
FEB 96	0.00	FEB 97	3,316.32
MAR 96	0.00	MAR 97	836.28
APR 96	0.00	APR 97	0.00
MAY 96	0.00	MAY 97	0.00
JUN 96	0.00	JUN 97	0.00
TOTALS:	0.00		37,971.75
TRAN:	ASUM EMPL/COA: 510-5133-1-000000-5110-1411-0000	DATE:	070196 TO 063097
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---			
HELP FHELP PREV ADET FYSUM FYDET		MENU COA26 QUIT	
IBM-3277-2 17:36:52			

- Position the cursor at any month and press **PF4** (ADET) to obtain additional detail about that month
- Sorted in ascending check date/employee-ID order
- Press **PF3** (PREV) to return to FYSUM

Salary Query Account Detail (ADET)

Session Edit Commands Settings Help					
SM0030M		UNIVERSITY OF PENNSYLVANIA		DATE: 03/17/97	
		SALARY MANAGEMENT		TIME: 10:12:50	
		ACCOUNT SUMMARY			
COA NUMBER.: 510-5133-1-000000-5110-1411-0000				DATE RANGE: 07/01/96	
DESCRIPTION: GRAD PERIODONTIC				TO 06/30/97	
		PTD ACTUALS		PTD ACTUALS	
JUL 95	0.00	JUL 96	4,619.65		
AUG 95	0.00	AUG 96	6,597.75		
SEP 95	0.00	SEP 96	4,678.89		
OCT 95	0.00	OCT 96	4,394.95		
NOV 95	0.00	NOV 96	5,527.55		
DEC 95	0.00	DEC 96	3,818.96		
JAN 96	0.00	JAN 97	4,181.40		
FEB 96	0.00	FEB 97	3,316.32		
MAR 96	0.00	MAR 97	836.28		
APR 96	0.00	APR 97	0.00		
MAY 96	0.00	MAY 97	0.00		
JUN 96	0.00	JUN 97	0.00		
TOTALS:		0.00	37,971.75		
TRAN: adet EMPL/COA: 510-5133-1-000000-5110-1411-0000		DATE: 070196 TO 063097			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---					
HELP FHELP PREV ADET FYSUM FYDET		MENU COA26		QUIT	
IBM-3277-2 10:14:48					

- Type **'ADET'** in TRAN field
- Enter 26-digit COA in the EMPL/COA field (with hyphens after each segment)

OR

Press **PF10** to open COA data entry window

- Press **[Enter]** to close the window
- Enter Date range if a period other than the current fiscal year is desired

Account Detail (ADET) Screen

Session Edit Commands Settings Help			
SM0020M	UNIVERSITY OF PENNSYLVANIA		DATE: 03/17/97
	SALARY MANAGEMENT		TIME: 10:13:48
	ACCOUNT DETAIL		
COA NUMBER: 510-5133-1-000000-5110-1411-0000	GRAD PERIODONTIC		
OLD NUMBER: 3-42098-150	DATE RANGE: 07/01/96 - 06/30/97		
CHK DATE	EMPLOYEE ID	EMPLOYEE NAME	SALARY AMOUNT
█ 07/05/96	832-47-5711	SCOTTON, COLDINHERE	74.13
	832-47-5711	SCOTTON, COLDINHERE	296.54
	833-59-6793	MAKER, ANNA	269.23
07/12/96	795-61-5310	YOUTH, PATRICIA	40.00
	795-61-5310	YOUTH, PATRICIA	40.00
	795-61-5310	YOUTH, PATRICIA	120.00
	811-69-6041	DONLEY, CARL JOHN	254.55
	832-47-5711	SCOTTON, COLDINHERE	381.73
	833-59-6793	MAKER, ANNA	269.23
	837-37-3522	O'NEAL, KAREN	214.04
07/19/96	795-61-5310	YOUTH, PATRICIA	200.00
TRAN: ASUM EMPL/COA: 510-5133-1-000000-5110-1411-0000 DATE: 070196 TO 063097			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---			
HELP FHELP PREV DETL BACK FWD MENU COA26 QUIT			
IBM-3277-2 10:16:33			

Cursor

- Account Detail screen shows payments made from the account
- Sorted in ascending check date/employee-ID order

Session Edit Commands Settings Help			
SM0020M	UNIVERSITY OF PENNSYLVANIA		DATE: 03/17/97
	SALARY MANAGEMENT		TIME: 10:25:53
	ACCOUNT DETAIL		
COA NUMBER: 510-5133-1-000000-5110-1411-0000	GRAD PERIODONTIC		
OLD NUMBER: 3-42098-150	DATE RANGE: 07/01/96 - 06/30/97		
CHK DATE	EMPLOYEE ID	EMPLOYEE NAME	SALARY AMOUNT
█ 07/19/96	811-69-6041	DONLEY, CARL JOHN	203.63
	811-69-6041	DONLEY, CARL JOHN	50.92
	832-47-5711	SCOTTON, COLDINHERE	381.73
	832-47-5711	SCOTTON, COLDINHERE	10.91
	833-59-6793	MAKER, ANNA	269.23
	837-37-3522	O'NEAL, KAREN	214.04
	837-37-3522	O'NEAL, KAREN	10.19
07/26/96	795-61-5310	YOUTH, PATRICIA	86.50
	795-61-5310	YOUTH, PATRICIA	113.50
	811-69-6041	DONLEY, CARL JOHN	50.92
	811-69-6041	DONLEY, CARL JOHN	203.63
TRAN: ADET EMPL/COA: 510-5133-1-000000-5110-1411-0000 DATE: 070196 TO 063097			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---			
HELP FHELP PREV DETL BACK FWD MENU COA26 QUIT			
IBM-3277-2 10:27:46			

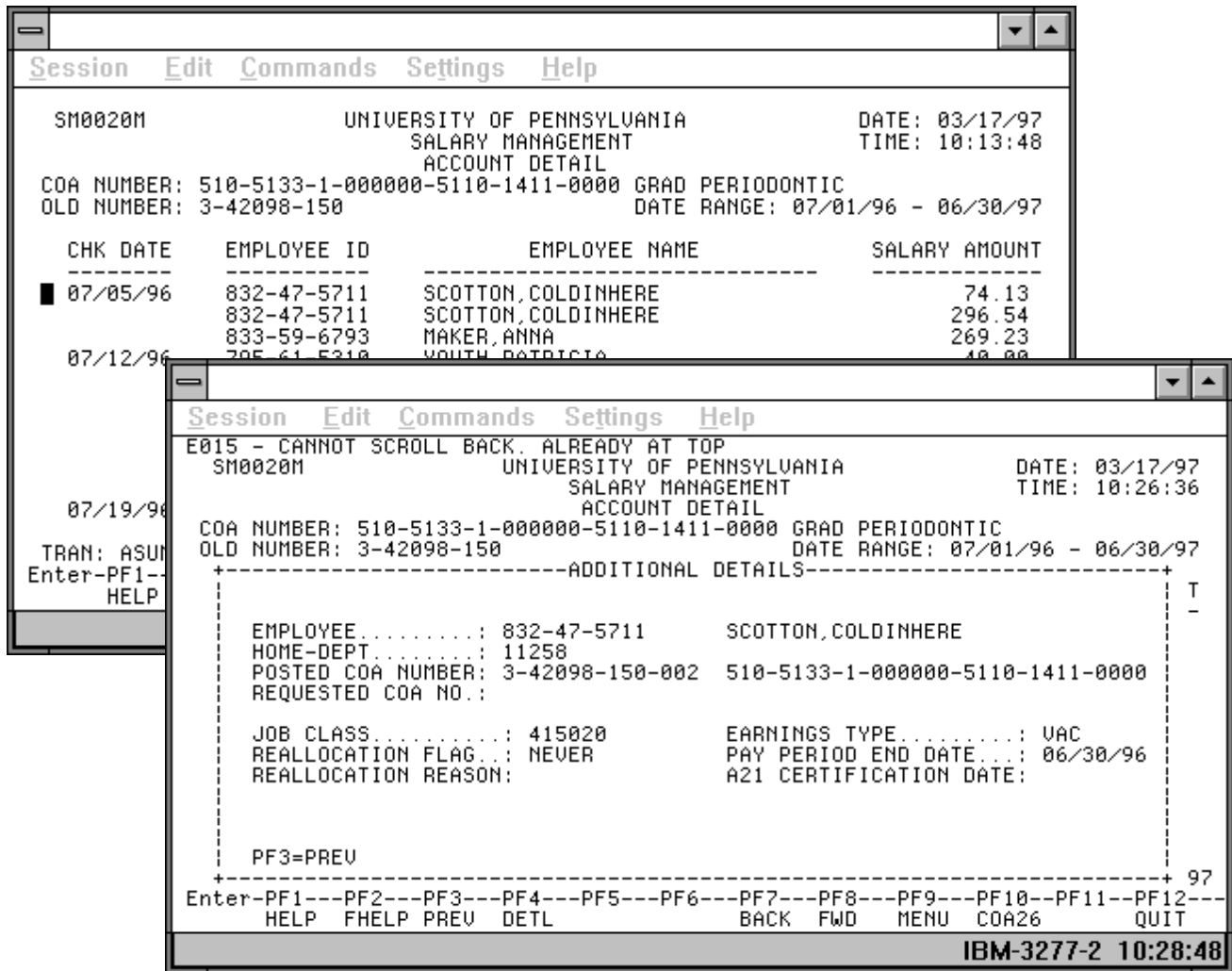
- Press **PF8** to scroll forward

Account Detail (ADET) Screen (cont'd)

Session Edit Commands Settings Help			
SM0020M	UNIVERSITY OF PENNSYLVANIA	DATE: 03/17/97	
	SALARY MANAGEMENT	TIME: 10:26:18	
	ACCOUNT DETAIL		
COA NUMBER: 510-5133-1-000000-5110-1411-0000	GRAD PERIODONTIC		
OLD NUMBER: 3-42098-150	DATE RANGE: 07/01/96 - 06/30/97		
CHK DATE	EMPLOYEE ID	EMPLOYEE NAME	SALARY AMOUNT
07/26/96	832-47-5711	SCOTTON, COLDINHERE	76.35
	832-47-5711	SCOTTON, COLDINHERE	305.38
	833-59-6793	MAKER, ANNA	269.23
	837-37-3522	O'NEAL, KAREN	214.04
08/02/96	795-61-5310	YOUTH, PATRICIA	200.00
	811-69-6041	DONLEY, CARL JOHN	203.65
	811-69-6041	DONLEY, CARL JOHN	50.90
	832-47-5711	SCOTTON, COLDINHERE	305.38
	832-47-5711	SCOTTON, COLDINHERE	76.35
	833-59-6793	MAKER, ANNA	269.23
	837-37-3522	O'NEAL, KAREN	214.04
TRAN: ADET EMPL/COA: 510-5133-1-000000-5110-1411-0000 DATE: 070196 TO 063097			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---			
HELP FHELP PREV DETL BACK FWD MENU COA26 QUIT			
			IBM-3277-2 10:28:02

- Press **PF8** to scroll forward

Additional Details (ADET) Window



Session Edit Commands Settings Help

SM0020M UNIVERSITY OF PENNSYLVANIA DATE: 03/17/97
SALARY MANAGEMENT TIME: 10:13:48
ACCOUNT DETAIL

COA NUMBER: 510-5133-1-000000-5110-1411-0000 GRAD PERIODONTIC
OLD NUMBER: 3-42098-150 DATE RANGE: 07/01/96 - 06/30/97

CHK DATE	EMPLOYEE ID	EMPLOYEE NAME	SALARY AMOUNT
07/05/96	832-47-5711	SCOTTON, COLDINHERE	74.13
	832-47-5711	SCOTTON, COLDINHERE	296.54
	833-59-6793	MAKER, ANNA	269.23
07/12/96	705-61-5310	YOUTH, PATRICIA	40.00

07/19/96
TRAN: ASUM
Enter-PF1--
HELP

Session Edit Commands Settings Help

E015 - CANNOT SCROLL BACK, ALREADY AT TOP
SM0020M UNIVERSITY OF PENNSYLVANIA DATE: 03/17/97
SALARY MANAGEMENT TIME: 10:26:36
ACCOUNT DETAIL

COA NUMBER: 510-5133-1-000000-5110-1411-0000 GRAD PERIODONTIC
OLD NUMBER: 3-42098-150 DATE RANGE: 07/01/96 - 06/30/97

-----ADDITIONAL DETAILS-----

EMPLOYEE.....: 832-47-5711 SCOTTON, COLDINHERE
HOME-DEPT.....: 11258
POSTED COA NUMBER: 3-42098-150-002 510-5133-1-000000-5110-1411-0000
REQUESTED COA NO.:

JOB CLASS.....: 415020 EARNINGS TYPE.....: UAC
REALLOCATION FLAG.: NEVER PAY PERIOD END DATE...: 06/30/96
REALLOCATION REASON: A21 CERTIFICATION DATE:

PF3=PREV

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP FHELP PREV DETL BACK FWD MENU COA26 QUIT

IBM-3277-2 10:28:48

- Move cursor (Up/Down arrow keys) to selected line
- Press **PF4** to show additional details
- Additional Details window displays the employee name and ID, the posted and requested COA numbers, the reallocation status and reason, the employee's job class, home department, earnings type and the pay period end date of the payment distribution selected

Salary Management Reports

```
Session Edit Commands Settings Help
SM0010M UNIVERSITY OF PENNSYLVANIA DATE: 03/17/97
SALARY MANAGEMENT TIME: 10:30:16
MAIN MENU

TRAN DESCRIPTION REQUIRED INPUT
-----
SALARY QUERY
ADET ACCOUNT DETAIL (ENTER A 26 DIGIT COA & DATE)
ASUM ACCOUNT SUMMARY (ENTER A 26 DIGIT COA & DATE)
PDET PERSON DETAIL (ENTER A SSN OR NAME)
PSUM PERSON SUMMARY (ENTER A SSN OR NAME)

REPORTING
RPTS STANDARD REPORTS (ENTER TRANS CODE ONLY)

TRAN: rpts EMPL/COA: █ DATE: 070196 TO 063097
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
HELP FHELP COA26 QUIT
IBM-3277-2 10:32:24
```

**TRAN
Field**

- Type **'rpts'** in the TRAN field

Reports Menu

```

Session  Edit  Commands  Settings  Help
SM0400MA          UNIVERSITY OF PENNSYLVANIA          DATE: 03/17/97
                   SALARY MANAGEMENT          TIME: 10:31:14
                   STANDARD REPORTS MENU

                   TRAN      DESCRIPTION
                   ----      -
                   PERD      PERSON DETAIL
                   PERS      PERSON SUMMARY

                   ACTD      ACCOUNT DETAIL
                   ACTS      ACCOUNT SUMMARY

                   ERND      EARNINGS TYPE DETAIL
                   ERNS      EARNINGS TYPE SUMMARY

                   GRPS      GROUP - SCHOOL/HOME DEPARTMENT
                   GRPA      GROUP - COA SEGMENT

                   A21E      A21 EFFORT


TRAN: perd
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12
      HELP  FHELP                                MENU      QUIT

```

IBM-3277-2 10:33:08

**TRAN
Field**

- Menu displays types of transactions available for reporting
- Type '**perd**' in TRAN field to access Person Detail Report
- Press **[Enter]**

 *If a network printer is not assigned, the report will not print anywhere. A network printer ID must be provided on the SALMGMT Request Form.*

 *To return back to this screen, press PF3 from any of the report parameter screens*

PERD/PERS Parameters Screen

```

Session Edit Commands Settings Help
SM0410M UNIVERSITY OF PENNSYLVANIA DATE: 03/17/97
SALARY MANAGEMENT TIME: 10:44:27
PERSON DETAIL PARAMETERS
DATES - FROM: 07 / 01 / 96 TO: 02 / 28 / 97
-----
ENTER SSN OR PARTIAL NAME:
      SSN NAME (LAST NAME, FIRST NAME)
1) -----
2) -----
3) -----
4) -----
5) -----
6) -----
7) -----
8) -----
9) -----
10) -----
TRAN:
ENTER--PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12
      HELP FHELP PREV NSRCH LDEL MENU SUB QUIT
IBM-3277-2 10:46:25
```

- Required fields are
- 'FROM' and 'TO' dates (mm/dd/yy)
- At least one SSN or Full/Partial employee name

Entering SSN/NAME

```

Session  Edit  Commands  Settings  Help

SM0410M          UNIVERSITY OF PENNSYLVANIA          DATE: 03/17/97
                  SALARY MANAGEMENT              TIME: 10:49:15
                  PERSON DETAIL PARAMETERS

DATES - FROM: 07 / 01 / 96    TO: 02 / 28 / 97
-----
ENTER SSN OR PARTIAL NAME:
      SSN                NAME (LAST NAME, FIRST NAME)
-----
1)  790 65 5009         RONDEL, JESSICA MELLISA
2)  910 39 1454
3)  --- -- --
4)  --- -- --
5)  --- -- --
6)  --- -- --
7)  --- -- --
8)  --- -- --
9)  --- -- --
10) --- -- --

TRAN:
ENTER--PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12
      HELP FHELP PREV      NSRCH      LDEL MENU SUB      QUIT

IBM-3277-2 10:51:01
  
```

- Enter a value in the 'FROM' and 'TO' date fields
- Type SSN
 - OR**
 - Type a last name (can be partial) and press **PF5** to invoke name search routine
- Move to next line and type another SSN or name for a maximum of ten employees in the report
- Press **PF8** to erase/delete the line at cursor position
- Optional function:
 - [Enter] edits date ranges and verifies security access to requested SSNs
 - [Enter] does not submit report

Submit Report

```

Session  Edit  Commands  Settings  Help

SM0410M                UNIVERSITY OF PENNSYLVANIA          DATE: 03/17/97
                        SALARY MANAGEMENT              TIME: 10:49:15
                        PERSON DETAIL PARAMETERS

DATES - FROM: 07 / 01 / 96    TO: 02 / 28 / 97
-----
ENTER SSN OR PARTIAL NAME:
      SSN                NAME (LAST NAME, FIRST NAME)
-----
1)  790 65 5009          RONDEL, JESSICA MELLISA
2)  910 39 1454
3)  --- -- --
4)  --- -- --
5)  --- -- --
6)  --- -- --
7)  --- -- --
8)  --- -- --
9)  --- -- --
10) --- -- --

TRAN:  ---
ENTER-PF1---PF2---PF3---PF4---PF5---PF
      HELP  FHELP PREV          NSRCH

PLEASE ENTER 'Y' TO CONFIRM SUBMIT
Y/N: Y

IBM-3277-2 10:51:59
  
```

- Press **PF10** to submit report
- Submit Confirmation window opens
- Type **'Y'** and Press **[Enter]** to submit the report
- Type **'N'** and Press **[Enter]** to cancel request and close window



PERD' and 'PERS' reports share same parameters and differ only in the contents of the report. They are always in alphabetical order when printed regardless of how SSNs are Entered on the screen.

Report Status

```

Session  Edit  Commands  Settings  Help

SM0410M          UNIVERSITY OF PENNSYLVANIA          DATE: 03/17/97
                  SALARY MANAGEMENT                TIME: 10:49:15
                  PERSON DETAIL PARAMETERS

DATES - FROM: 07 / 01 / 96    TO: 02 / 28 / 97
-----
ENTER SSN OR PARTIAL NAME:
      SSN                NAME (LAST NAME, FIRST NAME)
-----
1)  790 65 5009          RONDEL, JESSICA MELLISA
2)  910 39 1454
3)  --- -- --
4)  --- -- --
5)  --- -- --
6)  --- -- --
7)  --- -- --
8)  --- -- --
9)  --- -- --
10) --- -- --

TRAN:  ---
ENTER-PF1---PF2---PF3---PF4---PF5---PF
      HELP  FHELP PREU          NSRCH

PLEASE ENTER 'Y' TO CONFIRM SUBMIT
Y/N: Y

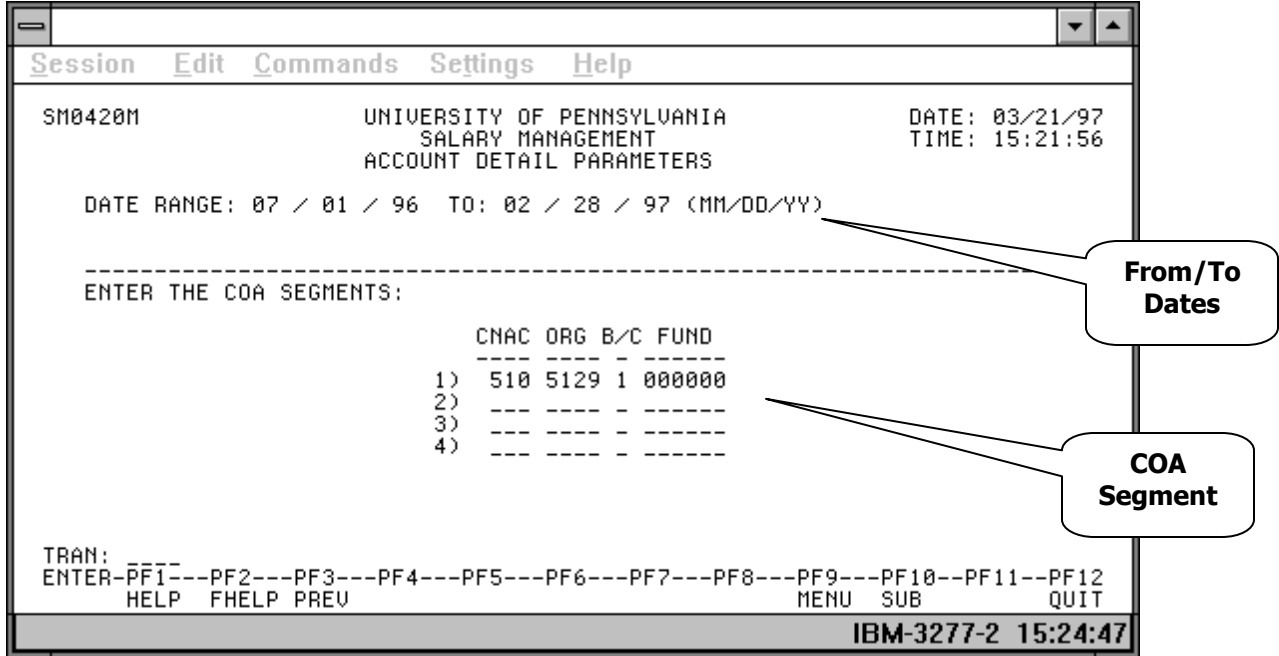
IBM-3277-2 10:51:59
  
```

- After validating user's access to all employees Entered, report is submitted for execution
- A message at the top of the screen informs the user that the request was transmitted successfully
- A request ID number is generated for each report request to identify a user's report among all reports submitted by multiple users (detailed explanation in appendix)



For samples of Person Detail and Person Summary reports see appendix

ACTD/ACTS/GRPA Parameters Screen



Session Edit Commands Settings Help

SM0420M UNIVERSITY OF PENNSYLVANIA DATE: 03/21/97
 SALARY MANAGEMENT TIME: 15:21:56
 ACCOUNT DETAIL PARAMETERS

DATE RANGE: 07 / 01 / 96 TO: 02 / 28 / 97 (MM/DD/YY)

 ENTER THE COA SEGMENTS:

	CNAC	ORG	B/C	FUND
1)	510	5129	1	000000
2)	---	---	---	---
3)	---	---	---	---
4)	---	---	---	---


TRAN: ----
 ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12
 HELP FHELP PREV MENU SUB QUIT

IBM-3277-2 15:24:47

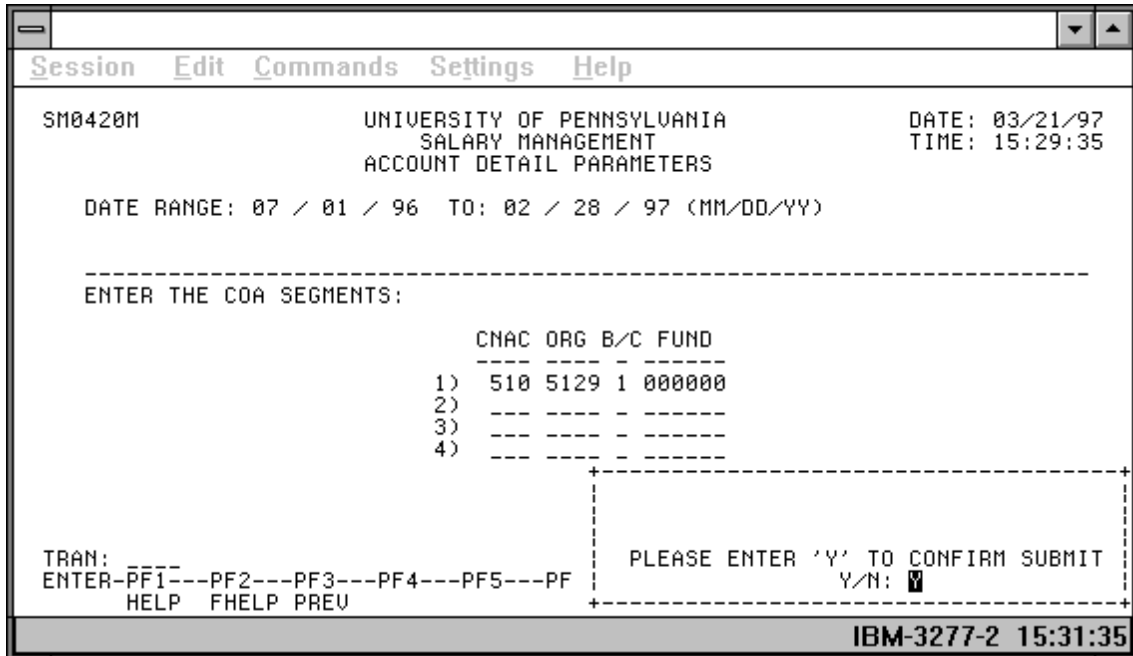
From/To Dates

COA Segment

- Enter 'FROM' date (for ACTD/ACTS)
- CNAC is always required, all other segments are optional.
 - The segments Entered are Center Net Asset Code(CNAC), Organization(ORG), Budgetary Control(B/C) and FUND segments.

 *If the user does not have access to an organization, an error message is displayed*

Report Confirmation Window



```

Session  Edit  Commands  Settings  Help
SM0420M          UNIVERSITY OF PENNSYLVANIA          DATE: 03/21/97
                  SALARY MANAGEMENT              TIME: 15:29:35
                  ACCOUNT DETAIL PARAMETERS
DATE RANGE: 07 / 01 / 96  TO: 02 / 28 / 97 (MM/DD/YY)

-----
ENTER THE COA SEGMENTS:

                  CNAC ORG B/C FUND
                  -----
1)  510 5129 1 000000
2)  --- --- - ---
3)  --- --- - ---
4)  --- --- - ---

TRAN:
ENTER-PF1---PF2---PF3---PF4---PF5---PF
HELP  FHELP PREV

PLEASE ENTER 'Y' TO CONFIRM SUBMIT
Y/N: Y

IBM-3277-2 15:31:35
  
```

- Press **PF10** to submit report
- Submit Confirmation window opens
- Type **'Y'** and press **[Enter]** to confirm submission
- Type **'N'** and press **[Enter]** to cancel request and close window
- After validating the ORG against the user's access to Organizations, the report is submitted for execution
- A message at the top of the screen informs the user that the request was transmitted successfully



For samples of Account Detail and Summary reports see appendix

ACTD/ACTS/GRPA

Future Enhancement

```
Session Edit Commands Settings Help
SM0420M UNIVERSITY OF PENNSYLVANIA DATE: 03/21/97
SALARY MANAGEMENT TIME: 15:58:50
ACCOUNT DETAIL PARAMETERS

DATE RANGE: 07 / 01 / 96 TO: 02 / 28 / 97 (MM/DD/YY)

-----
ENTER THE COA SEGMENTS:

          CNAC  ORG  B/C  FUND  OBJT  PRGM  CREF
          ----  ---  -  -  -  -  -
1)  510  5129  1  000000  5100  6200  0000
2)  █  -  -  -  -  -  -
3)  -  -  -  -  -  -  -
4)  -  -  -  -  -  -  -

TRAN:
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12
      HELP  FHELP  PREV                                MENU  SUB      QUIT

IBM-3277-2 16:09:25
```

- This screen is a future enhancement. It has all seven (7) COA segments. It will be available for use May 1997.

ERND/ERNS Parameters Screen

```

Session  Edit  Commands  Settings  Help
SM0430M          UNIVERSITY OF PENNSYLVANIA          DATE: 03/18/97
                  SALARY MANAGEMENT                TIME: 15:48:54
                  EARNINGS DETAIL PARAMETERS

DATES - FROM: 07 / 01 / 96    TO: 12 / 31 / 96

-----
SCHOOL/CENTER:   ALL: N (Y/N)  1)  __    2)  __    3)  __    4)  __
HOME DEPARTMENT: ALL: N (Y/N)  1)  _____  2)  _____  3)  _____  4)  _____

-----
A) - ALL EARNINGS TYPES
B) - ALL EARNINGS TYPES, EXCEPT REG & RMO
C) - EARNINGS TYPE LIST:  1)  ___    2)  ___    3)  ___    4)  ___    5)  ___
                        6)  ___    7)  ___    8)  ___    9)  ___   10)  ___

TRAN:
ENTER- PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12
      HELP  FHLP  PREV      SCHL  DEPT  EARN      MENU  SUB      QUIT

IBM-3277-2 15:50:54
  
```

- Required fields are
 - 'FROM' date
 - At least one School/Center or one Home Department
 - At least one Earnings Type
- Enter 'FROM/TO' dates (mm/dd/yy)
 - Enter 'Y' in the corresponding field if ALL Schools/ Centers or all Home Departments are to be reported
 - To select a subset of Schools/ Centers or Home Departments, let default value remain 'N'

School/Centers Selection Window

```

Session  Edit  Commands  Settings  Help
SM0430M          UNIVERSITY OF PENNSYLVANIA          DATE: 03/18/97
                  SALARY MANAGEMENT                TIME: 15:12:30
                  EARNINGS DETAIL PARAMETERS

DATE  ┌───────────────────────────────────────────┐
-----┤  SEL SCH DESCRIPTION                       ┤
      └───┬───┬───┬───┬───┬───┬───┬───┬───┬───┘
SCHO  │  █  51  DENTAL MEDICINE                    │
HOME  │  ────────────────────────────────────────────┤
-----┤  3)  _ _  4)  _ _                          ┤
      └───┬───┬───┬───┬───┬───┬───┬───┬───┘
A)    │  ────────────────────────────────────────────┤
B)    │  3)  _ _ _ _  4)  _ _ _ _                  ┤
C)    │  ────────────────────────────────────────────┤
      └───┬───┬───┬───┬───┬───┬───┬───┬───┘
          │  PF3=CANCEL  PF7=BKWRD  PF8=FRWRD      │
          └───┬───┬───┬───┬───┬───┬───┬───┘
TRAN:  -----
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12
      HELP  FHELP  PREV          SCHL  DEPT  EARN          MENU  SUB          QUIT

```

IBM-3277-2 15:15:13

- Enter School/Center
- **OR**
- Press **PF5** to open a pop-up window showing all Schools/Centers accessible to user
- To select a School/Center, move cursor to desired School/Center and press **[Enter]**
- The selected School/Center will be placed in the next available slot on the screen

Home Department Selection Window

```

Session  Edit  Commands  Settings  Help
SM0430M          UNIVERSITY OF PENNSYLVANIA          DATE: 03/18/97
                  SALARY MANAGEMENT                TIME: 15:15:10
                  EARNINGS DETAIL PARAMETERS

DATE  +-----+
-----+  SEL DEPT  DESCRIPTION  +-----+
SCH0  |  11219  HOSPITAL AFFAIRS - DENTAL
HOME  |  11221  PROSTHESIS LAB          3)  __   4)  __
      |  11258  ADMIN AFFAIRS DENTAL SCHOO
      |  11259  STUDENT AFFAIRS - DENTAL    3)  ____  4)  ____
      |  11329  CLINICAL RESEARCH CENTER
      |  11401  PEDODONTICS
      |  40159  DENTAL AUX UTILZ
A)    |  42096  CLINICAL AFFAIRS - DENTAL
B)    |  45126  DENTAL ASSISTANT
C)    |  45127  LONG RANGE PLAN MODEL B    4)  ___   5)  ___
      |  POSITION TO DEPT:  _____
      |  PF3=CANCEL   PF7=BKWRD   PF8=FRWRD    9)  ___  10)  ___
-----+-----+

TRAN:  _____
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12
      HELP  FHELP  PREV          SCHL  DEPT  EARN          MENU  SUB          QUIT

```

IBM-3277-2 15:20:22

- Enter the Home Department

OR

Press **PF6** to open a pop-up window showing all Home Departments accessible to user

- To select a department, move cursor to desired department and press **[Enter]**
- The selected Home Department will be placed in the next available slot on the screen

Earnings Type Selection Window

```

Session  Edit  Commands  Settings  Help
-----
SEL ERN DESCRIPTION          SYLVANIA          DATE: 03/18/97
-----                    ENT              TIME: 15:23:02
                                RAMETERS
                                / 31 / 96
                                -----
                                2)  __    3)  __    4)  __
                                -----
                                2)  ____  3)  ____  4)  ____
                                -----
                                & RMO
C)  _ EARNINGS TYPE LIST:  1)  ___  2)  ___  3)  ___  4)  ___  5)  ___
                                6)  ___  7)  ___  8)  ___  9)  ___  10) ___

TRAN:
ENTER--PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12
      HELP FHELP PREV      SCHL DEPT EARN      MENU SUB      QUIT
-----
                                IBM-3277-2 15:26:07
  
```

- If 'A' or 'B' are selected, the set of Earnings Types is already determined
- If 'C' is selected, user determines the types
 - Enter Earnings Type
 - OR**
 - Press **PF7** to open a pop-up window showing all Earning Types
 - Move cursor to desired Earnings Type and press **[Enter]** to select
- The selected Earnings Type will be placed in the next available slot on the screen

ERND/ERNS Completed Screen

```

Session  Edit  Commands  Settings  Help
C001 - JOB SM003505 SUBMITTED SUCCESSFULLY
SM0430M          UNIVERSITY OF PENNSYLVANIA          DATE: 03/18/97
                  SALARY MANAGEMENT                TIME: 15:44:55
                  EARNINGS DETAIL PARAMETERS

DATES - FROM: 07 / 01 / 96   TO: 12 / 31 / 96

-----
SCHOOL/CENTER:   ALL: N (Y/N)  1)  __   2)  __   3)  __   4)  __
HOME DEPARTMENT: ALL: N (Y/N)  1) 11258  2)  ____  3)  ____  4)  ____

-----
A)  _  ALL EARNINGS TYPES
B)  _  ALL EARNINGS TYPES, EXCEPT REG & RMO
C)  S  EARNINGS TYPE LIST:  1)  BNS   2)  SAL   3)  ES1   4)  ___   5)  ___
                           6)  ___   7)  ___   8)  ___   9)  ___  10)  ___

TRAN: █
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12
      HELP  FHELP PREV      SCHL  DEPT  EARN      MENU  SUB      QUIT

IBM-3277-2 15:46:41
  
```

- Type any character (e.g. 's') in Earnings Type (A, B or C)
- Screen above shows a completed ERND/ERNS parameter screen
- Press **PF10** to submit report as before
 - Submit Confirmation window opens
 - Type 'Y' to confirm submission
 - A message at the top of the screen informs the user that the request was transmitted successfully



Earnings Detail and Earnings Summary Reports are sorted in ascending order by earnings type. There is a page break and subtotal for each earnings type. For a sample of Earnings Type Detail report see appendix.

GRPS Parameters Screen

```

Session  Edit  Commands  Settings  Help
SM0440M          UNIVERSITY OF PENNSYLVANIA          DATE: 03/18/97
                  SALARY MANAGEMENT                TIME: 15:51:52
                  SCHOOL/HOME DEPARTMENT GROUP PARAMETERS

FISCAL YEAR: 1997 (CCYY)
-----
SCHOOL/CENTER:   ALL: N (Y/N)  1)  __      2)  __      3)  __      4)  __
HOME DEPARTMENT: ALL: N (Y/N)  1) 11258   2)  _____ 3)  _____ 4)  _____
-----
SORT BY:  S  SCHOOL/DEPARTMENT/EMPLOYEE NAME
          █  SCHOOL/DEPARTMENT/EMPLOYEE NAME/JOB CLASS

TRAN:  -----
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12
      HELP  FHHELP  PREV          SCHL  DEPT          MENU  SUB          QUIT

```

IBM-3277-2 15:54:57

- Required fields are
 - At least one School/Center or one Home Department
 - A 'Sort By' choice
- Enter Fiscal Year
- Select one or more Schools/Centers or one or more Home Departments
- Position the cursor on the 'Sort By' value desired and type any character
- Press **PF10** to submit report



For a sample of Group-School/Home Department report see appendix

GRPA Parameters Screen

```

Session  Edit  Commands  Settings  Help
SM0420M          UNIVERSITY OF PENNSYLVANIA          DATE: 03/21/97
                  SALARY MANAGEMENT                TIME: 15:31:30
                  GROUP COA PARAMETERS

FISCAL YEAR: 1997 (CCYY)

-----
ENTER THE COA SEGMENTS:

                CNAC  ORG  B/C  FUND
                ----  ---  ---  ----
1)  510  5129  1  000000
2)  ---  ---  -  ----
3)  ---  ---  -  ----
4)  ---  ---  -  ----

TRAN:  ----
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12
      HELP  FHELP PREV                MENU  SUB          QUIT

IBM-3277-2 15:34:13
  
```

- Enter Fiscal Year
- CNAC is always required, all other segments are optional.

 *The segments entered are Center Net Asset Code(CNAC), Organization(ORG), Budgetary Control(B/C) and FUND segments.*

A21E Report Parameters

```


Session  Edit  Commands  Settings  Help
SM0420M          UNIVERSITY OF PENNSYLVANIA          DATE: 03/21/97
                  SALARY MANAGEMENT                TIME: 15:31:30
                  GROUP COA PARAMETERS

FISCAL YEAR: 1997 (CCYY)
-----
ENTER THE COA SEGMENTS:

                CNAC  ORG  B/C  FUND
                ----  ---  -  ----
1)  510  5129  1  000000
2)  ---  ---  -  ----
3)  ---  ---  -  ----
4)  ---  ---  -  ----

TRAN:  ----
ENTER--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12
      HELP  FHELP  PREV                MENU  SUB      QUIT
IBM-3277-2 15:34:13
  
```

- Enter a value in the 'FROM' and 'TO' date fields
Note: **This is Pay Period End Date NOT Check Date**
- Enter Home Department
OR
Press **PF6** to open showing all Home Departments accessible to user
- Select employee option
- Press **PF10** to submit report
- Message at the top of the screen informs the user that the request was transmitted successfully

 *The A21 Effort Report is produced in alphabetical order by employee name. For a sample of report see appendix.*

Reallocation

```
Session Edit Commands Settings Help
03/18/97 MANAGEMENT SYSTEMS ONLINE APPLICATIONS DIRECTORY 15-40-29 UMMBA01
APPL. ID DESCRIPTION APPL. ID DESCRIPTION
COAINQ CHART OF ACCOUNTS INQUIRY PAYROLL NEW PAYROLL SYSTEM
SALMGMT SALARY MANAGEMENT UMISNEWS ADMINISTRATIVE BULLETIN BOARD

UMIS - THE ABOVE APPLICATIONS ARE AVAILABLE TO YOU. TYPE IN THE NAME OF THE
APPLICATION YOU WISH, OR DEPRESS PF9 FOR HELP, OR PF12 TO SIGN OFF.
IBM-3277-2 15:42:18
```

- Type **'payroll'** at the UMIS main menu to access Human Resources Management System Function Menu
- Press **[Enter]**
- Human Resources Management System Function Menu is displayed

Human Resources Management System Function Menu

```
Session  Edit  Commands  Settings  Help
ISSGONP          UNIVERSITY OF PENNSYLVANIA          DATE: 03/18/97
                  HUMAN RESOURCES MANAGEMENT SYSTEM    TIME: 16:04:13
                  FUNCTION MENU

                  **PERSONNEL RECORDS**
                   01 DATA ENTRY AND UPDATE
                   02 INQUIRY
                   03 SPECIAL FUNCTIONS
                   04 SALINC
                  **TIME REPORTING**
                   05 TIME REPORTING DATA ENTRY
                   06 REALLOCATIONS
                  **PAYROLL**
                   07 TIME CORRECTIONS
                   08 ADJUSTMENT CORRECTIONS
                  **CONTROL TABLE**
                   09 CONTROL TABLE DATA ENTRY

                PLEASE ENTER THE NUMBER OF THE FUNCTION YOU WISH TO PERFORM:  6

                INTERRUPT?:

                PF6=FHELP  PF9/21=HELP

                IBM-3277-2 16:06:57
```

- Type **'6'** to access the Reallocation main menu
- Press **[Enter]**
- The Reallocations function is always available except the day Weekly Payroll is processed (from 3:00 p.m. until the following morning)

Common Function Keys

- In the Reallocation application, these Function keys provide common functionality across the application screens

Press Function Key	To
PF2	Return to previous screen
PF6/9	Get Help
PF12	Exit Application and 'CICS'



All other keys provide the functionality shown at the bottom of the respective screens

Reallocation Menu

```
PY5170M                UNIVERSITY OF PENNSYLVANIA                DATE: 03/22/06
                        HUMAN RESOURCES MANAGEMENT SYSTEM        TIME: 16:22:11
                        REALLOCATION MENU

                        1  ADD    REALLOCATIONS
                        2  BROWSE REALLOCATIONS

                        ENTER SELECTION: █

ID/NAME: _____    ORG: _____    CHK DATE: _____
PF2=CANCEL              PF6/9=HELP        PF12=QUIT
```

- Type **'1'** at [Enter] Selection prompt to ADD Reallocations
- Type **'ga'** (a partial name) in the ID/NAME field
- DEPT - should be blank for ADD (selection '1')
- CHK DATE (mmddyy) - to begin with a specific date enter CHK DATE, otherwise leave CHK DATE blank
- Press **[Enter]**



To add a reallocation, ID/NAME needs to be filled in. If a partial name is entered, all names that begin with the entered letters are displayed in name search


Name Search Window

Session Edit Commands Settings Help							
NAME SEARCH							
PERSONNEL NAME	EMPL ID	PHONE	MAIL	DEPT#	HOME	DEPARTMENT	SM0060N
GALANTI, JUDITH	790655009	5622	6772	11258	ADMIN AFFAIRS	D	
GALWAY, WINIFRED	816277669	5622	6772	11258	ADMIN AFFAIRS	D	
GARAFOLA, DONATO	962396388	5622	6772	11258	ADMIN AFFAIRS	D	
GARDNER, HELMUT	651277125	5622	6772	11055	MANAGEMENT		
GARRAWAY, FRED	759645395	5622	6772	11055	MANAGEMENT		
GATES, TRACY	816450115	5622	6772	11258	ADMIN AFFAIRS	D	
GAVIN, JASPER	827230238	5622	6772	11055	MANAGEMENT		
GAYLORD, ANTHONY	910337811	5622	6772	11258	ADMIN AFFAIRS	D	

NEXT NAME:
PF2=CANCEL PF6=FHELP PF7=PAGE BACKWARD PF8=PAGE FORWARD PF9/21=HELP

IBM-3277-2 15:41:38

- List of all names beginning with 'ga' are displayed
- Position cursor on the name 'Galanti, Judith'
 - Cursor can be moved up/down using arrow keys
 - Name search list can be scrolled to previous or next page using PF7 or PF8 respectively
- Press **[Enter]**

 *Name Search list displays all names in the system, even though the user may not have access to some of their salary details*

Salary Distribution Window


Session Edit Commands Settings Help							
PERSONNEL NAME				***NAME SEARCH***		SM0060N	
GALANTI, JUDITH		EMPL ID	PHONE	MAIL	DEPT#	HOME	DEPARTMENT
		790655009	4973	6003	11258	ADMIN	AFFAIRS D
-----SALARY DISTRIBUTIONS-----							
EMPLOYEE ID: 790655009		EMPLOYEE NAME: GALANTI, JUDITH					
STAT	CHK DATE	ACCOUNT NUMBER	ACCT	SUB	POS	AMOUNT	
█ R	07/31/96	510-5129-1-000000-5010-0000-0000	211259-120	000		2,575.00	
R	07/31/96	510-5129-1-000000-5010-0000-0000	211259-120	002		2,575.00	
R	07/31/96	510-5129-1-000000-5100-0000-0000	211259-100	000		7,625.00	
R	07/31/96	510-5129-1-000000-5100-0000-0000	211259-100	002		13,327.08	
N	08/30/96	510-5129-1-000000-5010-6200-0000	211259-120	002		2,575.00	
N	08/30/96	510-5129-1-000000-5100-6200-0000	211259-100	002		13,327.08	
N	09/30/96	510-5129-1-000000-5010-6200-0000	211259-120	002		2,575.00	
N	09/30/96	510-5129-1-000000-5100-6200-0000	211259-100	002		13,327.08	
P	10/31/96	320-3212-1-013201-5100-2000-0015	370072-100	002		7,500.00	
N	10/31/96	510-5129-1-000000-5010-6200-0000	211259-120	002		2,575.00	
N	10/31/96	510-5129-1-000000-5100-6200-0000	211259-100	002		13,327.08	
N	11/27/96	510-5129-1-000000-5010-6200-0000	211259-120	002		2,575.00	
PF2=CANCEL		PF6/9=HELP		PF10=UP		PF11=DOWN PF12=QUIT	
IBM-3277-2 16:11:15							

- Press **PF11** scroll down

Salary Distribution Window

PERSONNEL NAME							***NAME SEARCH***		SM0060N		
GALANTI, JUDITH							EMPL ID	PHONE	MAIL	DEPT#	HOME DEPARTMENT
							790655009	4973	6003	11258	ADMIN AFFAIRS D
-----SALARY DISTRIBUTIONS-----											
EMPLOYEE ID: 790655009			EMPLOYEE NAME: GALANTI, JUDITH								
STAT	CHK DATE	ACCOUNT NUMBER	ACCT	SUB	POS	AMOUNT					
N	11/27/96	510-5129-1-000000-5100-6200-0000	211259-100	002		13,327.00					
N	12/20/96	510-5129-1-000000-5010-6200-0000	211259-120	002		2,575.00					
N	12/20/96	510-5129-1-000000-5100-6200-0000	211259-100	002		13,327.00					
N	01/31/97	320-3205-1-000000-5011-4233-0000	230021-125	002		920.00					
N	01/31/97	320-3212-4-521460-5100-2000-0015	521460-100	002		7,500.00					
N	01/31/97	510-5129-1-000000-5010-6200-0000	211259-120	002		2,575.00					
N	01/31/97	510-5129-1-000000-5100-6200-0000	211259-100	002		13,327.00					
R	02/21/97	510-5129-1-000000-5010-0000-0000	211259-120	000		-2,575.00					
R	02/21/97	510-5129-1-000000-5010-0000-0000	211259-120	002		-2,575.00					
N	02/21/97	510-5129-1-000000-5010-6200-0000	211259-120	000		2,575.00					
N	02/21/97	510-5129-1-000000-5010-6200-0000	211259-120	002		2,575.00					
R	02/21/97	510-5129-1-000000-5100-0000-0000	211259-100	000		-7,625.00					
PF2=CANCEL			PF6/9=HELP		PF10=UP		PF11=DOWN		PF12=QUIT		
IBM-3277-2 16:14:35											

- Salary Distributions window shows payment distribution for selected employee
- Character in first column shows "status" of payment distribution
 - N - entry has never been reallocated
 - P - Pending reallocation
 - H - Hold (Invalid account number)
 - R - Reallocated
- Position cursor on a transaction with 'N' status
- Press **[Enter]** to open 'Add Reallocation' screen

 *Only entries with status 'N' can be selected*

Add a Reallocation

```

Session  Edit  Commands  Settings  Help

PY5175M          UNIVERSITY OF PENNSYLVANIA          DATE: 03/21/97
                  HUMAN RESOURCES MANAGEMENT SYSTEM      TIME: 16:33:08
                  ADD REALLOCATIONS

EMPLOYEE ID: 790655009          CHK DATE: 01/31/97
EMPLOYEE NAME: GALANTI, JUDITH  EMP TYPE: 1
                                JOB CLASS: 120523

CNAC ORG B/C FUND OBJ PGM REF  ACCT  SUB POS  AMOUNT  +/-  EARN
===== = ===== =
320 3212 4 521460 5100 2000 0015  521460 100 002  7500.00  -   ES2
----- - ----- -
----- - ----- -          ----- - - - -  0.00_-----  +   ES2
----- - ----- -          ----- - - - -  0.00_-----  +   ES2
----- - ----- -          ----- - - - -  0.00_-----  +   ES2
----- - ----- -          ----- - - - -  0.00_-----  +   ES2
----- - ----- -          ----- - - - -  0.00_-----  +   ES2
----- - ----- -          ----- - - - -  0.00_-----  +   ES2

REASON: __

ID/NAME:          DEPT:          CHK DATE:
PF2=CANCEL PF4=REASON PF5=ADD PF6/9=HELP PF7=COA-26/COA9 PF8=LDEL PF12=QUIT
IBM-3277-2 16:35:02
  
```

- Required fields on ADD Reallocation screen are

- Account Number
- Amount
- Reason



All the remaining fields can not be modified

- ADD Reallocation screen shows the payment selected from the salary distribution window. This amount appears as a credit (negative amount);



Nothing on this line can be modified

Entering Reallocation Screen

```

Session  Edit  Commands  Settings  Help
E013 - REALLOCATION REASON REQUIRED - PRESS PF4 FOR LIST
PY5175M          UNIVERSITY OF PENNSYLVANIA          DATE: 03/18/97
                  HUMAN RESOURCES MANAGEMENT SYSTEM    TIME: 16:20:58
                  ADD REALLOCATIONS

EMPLOYEE ID: 790655009          CHK DATE: 01/31/97
EMPLOYEE NAME: GALANTI, JUDITH  EMP TYPE: 1
                                JOB CLASS: 110200

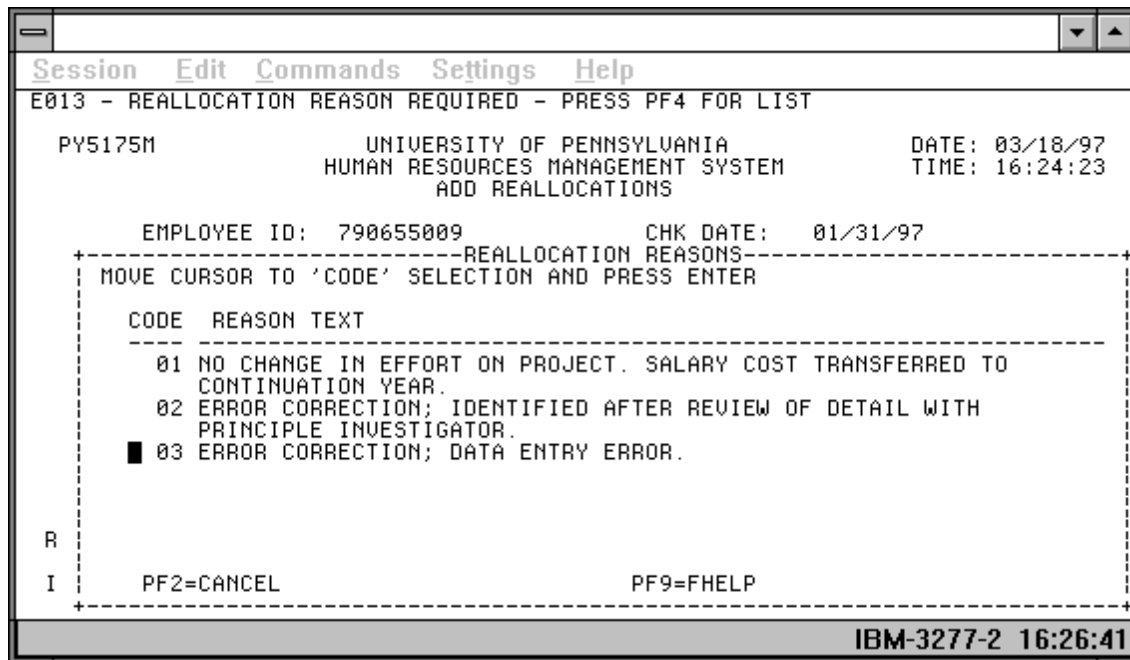
CNAC ORG B/C FUND OBJ PGM REF ACCT SUB POS AMOUNT +/- EARN
=====
320 3212 4 521460 5100 2000 0015 521460 100 002 7500.00 - ES2
510 5129 1 000000 5100 6200 0000 211259 100 000 3750.00_ + ES2
320 3212 4 521460 5100 2000 0015 521460 100 002 3750.00__ + ES2
-----
0.00_____ + ES2
0.00_____ + ES2
0.00_____ + ES2
0.00_____ + ES2

REASON: __

ID/NAME: _____ DEPT: _____ CHK DATE: _____
PF2=CANCEL PF4=REASON PF5=ADD PF6/9=HELP PF7=COA-26/COA9 PF8=LDEL PF12=QUIT
IBM-3277-2 16:22:46
  
```

- Payment distributions can be entered using the 9 or 26-digit account numbers
 - Press **PF7** to toggle between the 9 and 26-digit account numbers
- Up to six debit amounts can be entered for a credit. The sum of all debits must equal the credit amount.
- Sum of the new payment distributions entered must equal the reversal amount. If only a portion of the total amount needs to be reallocated to another account, an additional entry (line) must be made to the original account for the remaining balance.
- Press **[Enter]**

Add Reallocation Reason Window



The screenshot shows a terminal window with the following content:

```
Session Edit Commands Settings Help
E013 - REALLOCATION REASON REQUIRED - PRESS PF4 FOR LIST
PY5175M          UNIVERSITY OF PENNSYLVANIA          DATE: 03/18/97
                  HUMAN RESOURCES MANAGEMENT SYSTEM    TIME: 16:24:23
                  ADD REALLOCATIONS

EMPLOYEE ID: 790655009      CHK DATE: 01/31/97
-----REALLOCATION REASONS-----
MOVE CURSOR TO 'CODE' SELECTION AND PRESS ENTER

CODE  REASON TEXT
-----
  01 NO CHANGE IN EFFORT ON PROJECT. SALARY COST TRANSFERRED TO
CONTINUATION YEAR.
  02 ERROR CORRECTION; IDENTIFIED AFTER REVIEW OF DETAIL WITH
PRINCIPLE INVESTIGATOR.
  03 ERROR CORRECTION; DATA ENTRY ERROR.

R
I      PF2=CANCEL          PF9=FHELP

IBM-3277-2 16:26:41
```

- Enter a reason number in the reason field
- **or**
- Press **PF4** to open a window showing a list of reasons for reallocation
- Position cursor at reason using arrow keys
- Press **[Enter]** to select a reason
- **or**
- **PF2** to close the window without making a selection

Add Confirmation Window

```

Session  Edit  Commands  Settings  Help

PY5175M                UNIVERSITY OF PENNSYLVANIA          DATE: 03/18/97
                        HUMAN RESOURCES MANAGEMENT SYSTEM        TIME: 16:26:50
                        ADD REALLOCATIONS

EMPLOYEE ID: 790655009      CHK DATE: 01/31/97
EMPLOYEE NAME: GALANTI, JUDITH  EMP TYPE: 1
                                JOB CLASS: 110200

CNAC ORG B/C FUN      AMOUNT +/- EARN
===== = =====
320 3212 4 5214      500.00 - ES2
510 5129 1 0000      750.00 + ES2
320 3212 4 5214      750.00 + ES2
----- - -----
                                .00 + ES2
                                0.00 + ES2
                                0.00 + ES2
                                0.00 + ES2

REASON: 03 ERROR CORRECTION; DATA ENTRY ERROR.

ID/NAME: _____ DEPT: _____ CHK DATE: _____
PF2=CANCEL PF4=REASON PF5=ADD PF6/9=HELP PF7=COA-26/COA9 PF8=LDEL PF12=QUIT
IBM-3277-2 16:31:22
  
```

- Press **PF5** to Add this Reallocation
- Confirmation window appears
- Type **'Y'** to confirm add
- Press **[Enter]**
- This reallocation is now added
- Type **'N'** to close window without adding reallocation

Options after processing ADD

```

Session Edit Commands Settings Help
C001 - RECORD HAS BEEN ADDED

PY5175M          UNIVERSITY OF PENNSYLVANIA          DATE: 03/18/97
                  HUMAN RESOURCES MANAGEMENT SYSTEM    TIME: 16:30:17
                  ADD REALLOCATIONS

EMPLOYEE ID: 790655009          CHK DATE: 01/31/97
EMPLOYEE NAME: GALANTI, JUDITH  EMP TYPE: 1
                                JOB CLASS: 110200

CNAC ORG B/C FUND OBJ PGM REF ACCT SUB POS AMOUNT +/- EARN
===== = ===== = = = = = = = = = = = = = = = =
320 3212 4 521460 5100 2000 0015 521460 100 002 7500.00 - ES2
510 5129 1 000000 5100 6200 0000 211259 100 000 3750.00_ + ES2
320 3212 4 521460 5100 2000 0015 521460 100 002 3750.00__ + ES2
----- - ----- - - - - - - - - - - - - - - - - -
0.00_----- + ES2
----- - ----- - - - - - - - - - - - - - - - - -
0.00_----- + ES2
----- - ----- - - - - - - - - - - - - - - - - -
0.00_----- + ES2
----- - ----- - - - - - - - - - - - - - - - - -
0.00_----- + ES2

REASON: 03 ERROR CORRECTION; DATA ENTRY ERROR.

ID/NAME: 790655009 DEPT:          CHK DATE: -----
PF2=CANCEL PF4=REASON PF5=ADD PF6/9=HELP PF7=COA-26/COA9 PF8=LDEL PF12=QUIT
IBM-3277-2 16:32:26
  
```

- A message showing that the record has successfully been added will be displayed
- After ADD has been successfully processed, user has following options:
 - Enter a new or the same ID/NAME. Salary distribution window will be displayed. Proceed as if entering the ID/NAME from the main menu
 - Enter a Check Date along with the ID/NAME. In this case, salary detail from entered date till current date will be displayed

Reallocation Added

```

Session  Edit  Commands  Settings  Help
C001 - RECORD HAS BEEN ADDED

PYS175M                UNIVERSITY OF PENNSYLVANIA                DATE: 03/18/97
                        HUMAN RESOURCES MANAGEMENT SYSTEM            TIME: 16:30:17
-----SALARY DISTRIBUTIONS-----

EMPLOYEE ID: 790655009    EMPLOYEE NAME: GALANTI, JUDITH
STAT CHK DATE  ACCOUNT NUMBER                ACCT  SUB POS  AMOUNT
=====
N  11/27/96    510-5129-1-000000-5100-6200-0000    211259-100 002 13,327.00
N  12/20/96    510-5129-1-000000-5010-6200-0000    211259-120 002  2,575.00
N  12/20/96    510-5129-1-000000-5100-6200-0000    211259-100 002 13,327.00
N  01/31/97    320-3205-1-000000-5011-4233-0000    230021-125 002   920.00
P  01/31/97    320-3212-4-521460-5100-2000-0015    521460-100 002  7,500.00
N  01/31/97    510-5129-1-000000-5010-6200-0000    211259-120 002  2,575.00
N  01/31/97    510-5129-1-000000-5100-6200-0000    211259-100 002 13,327.00
R  02/21/97    510-5129-1-000000-5010-0000-0000    211259-120 000  -2,575.00
R  02/21/97    510-5129-1-000000-5010-0000-0000    211259-120 002  -2,575.00
N  02/21/97    510-5129-1-000000-5010-6200-0000    211259-120 000  2,575.00
N  02/21/97    510-5129-1-000000-5010-6200-0000    211259-120 002  2,575.00
R  02/21/97    510-5129-1-000000-5100-0000-0000    211259-100 000  -7,625.00
PF2=CANCEL                PF6/9=HELP    PF10=UP    PF11=DOWN    PF12=QUIT
-----
IBM-3277-2 16:34:46
  
```

- Reallocation added for 01/31/97 now has status of 'P' for Pending

Browsing Reallocations

```

Session  Edit  Commands  Settings  Help

PY5170M                UNIVERSITY OF PENNSYLVANIA                DATE: 03/18/97
                        HUMAN RESOURCES MANAGEMENT SYSTEM                TIME: 17:05:23
                        REALLOCATION MENU

                        1  ADD    REALLOCATIONS
                        2  BROWSE REALLOCATIONS

                        ENTER SELECTION: 2

ID/NAME: -----          DEPT: -----          CHK DATE: -----
PF2=CANCEL                PF6/9=HELP          PF12=QUIT
IBM-3277-2 17:09:01
  
```

- Enter '2' at [Enter] Selection prompt for browsing through all previously entered reallocations
- Reallocations retrieved are based on the user's access to School/Center, Home Departments and Organizations
- Table shows different possible combinations and results of entered values in the ID/NAME, DEPT and CHK DATE fields

TRAN	ID/NAME	DEPT	CHK DATE	Displays
2				All reallocations per security profile
2	ID/Name			All reallocations for entered ID/NAME
2		DEPT		All reallocations for entered department
2			CHK DATE	All reallocations for entered check date

List of Reallocations

```

Session  Edit  Commands  Settings  Help

PY5180M                UNIVERSITY OF PENNSYLVANIA        DATE: 03/18/97
                        HUMAN RESOURCES MANAGEMENT SYSTEM        TIME: 16:37:48
                        BROWSE REALLOCATIONS
EMPLOYEE NAME: AFSUNTI, HARVEY        EMPLOYEE ID: 847210982 HOME DEPT: 11258
U/D CHK DATE  CNAC ORG B/C FUND  OBJ  PGM  REF  ACCT  SUB POS  AMOUNT
=====
■ 07/31/96    510-5146-1-000000-5020-1411-0000  345150-145-002  1722.92 -
              510-5177-1-000000-5011-3410-4126  345127-125-002   722.92 +
              510-5146-1-000000-5020-1411-0000  345150-145-002  1000.00 +

ID/NAME: ----- DEPT: ----- CHK DATE: -----
PF2=CANCEL          PF6/9=HELP        PF11=DOWN  PF12=QUIT
IBM-3277-2 16:39:34
  
```

- On this screen, it is possible to
- Browse reallocation
- Select a reallocation for Update
- Delete a reallocation
- Change 'CHK DATE' field value to display only reallocations for that date
- Enter a 'DEPT' to display all reallocations for one department
- Reallocations are displayed in alphabetical order w/ascending check dates per person
- Press **PF11** to page down

List of Reallocations (continued)

```

Session  Edit  Commands  Settings  Help

PY5180M                UNIVERSITY OF PENNSYLVANIA                DATE: 03/18/97
                        HUMAN RESOURCES MANAGEMENT SYSTEM                TIME: 16:39:18
                        BROWSE REALLOCATIONS
EMPLOYEE NAME: CABBELL, CARL                EMPLOYEE ID: 444039453 HOME DEPT: 11258
U/D CHK DATE  CNAC ORG B/C FUND  OBJ PGM REF  ACCT  SUB POS  AMOUNT
=== =====  =====  = =====  =====  =====  ===  =====
- 08/30/96    510-5129-1-000000-5100-6200-0000  211259-100-002  4200.00 -
                        870-8720-1-000000-5100-7130-0000  216026-100-000  4200.00 +
  
```

```

Session  Edit  Commands  Settings  Help

PY5180M                UNIVERSITY OF PENNSYLVANIA                DATE: 03/18/97
                        HUMAN RESOURCES MANAGEMENT SYSTEM                TIME: 16:42:20
                        BROWSE REALLOCATIONS
EMPLOYEE NAME: GALANTI, JUDITH                EMPLOYEE ID: 790655009 HOME DEPT: 11258
U/D CHK DATE  CNAC ORG B/C FUND  OBJ PGM REF  ACCT  SUB POS  AMOUNT
=== =====  =====  = =====  =====  =====  ===  =====
* 10/31/96    320-3212-1-013201-5100-2000-0015  370072-100-002  7500.00 -
                        510-5129-1-000000-5100-6200-0000  211259-100-000  3750.00 +
                        320-3212-1-013201-5100-2000-0015  370072-100-002  3750.00 +

- 01/31/97    320-3212-4-521460-5100-2000-0015  521460-100-002  7500.00 -
                        510-5129-1-000000-5100-6200-0000  211259-100-000  3750.00 +
                        320-3212-4-521460-5100-2000-0015  521460-100-002  3750.00 +

ID/NAME: _____ DEPT: _____ CHK DATE: _____
PF2=CANCEL                PF6/9=HELP                PF11=DOWN  PF12=QUIT

IBM-3277-2 16:44:11
  
```

- An asterisk (*) in the ID/NAME field can be used to navigate up or down within a browse function
 - For example
 - w* denotes the beginning of the "w's"
 - A* denotes the beginning of reallocations
 - gal* denotes the first reallocation equal or greater than the letters 'gal'

Selecting a Record for Update

```
Session Edit Commands Settings Help

PY5180M                UNIVERSITY OF PENNSYLVANIA                DATE: 03/18/97
                        HUMAN RESOURCES MANAGEMENT SYSTEM        TIME: 16:43:22
                        BROWSE REALLOCATIONS
EMPLOYEE NAME: AFSUNTI, HARVEY      EMPLOYEE ID: 847210982 HOME DEPT: 11258
U/D CHK DATE  CNAC ORG B/C FUND  OBJ PGM REF  ACCT  SUB POS  AMOUNT
=== =====  ===== = =====  =====  =====  =====  =====
u  07/31/96    510-5146-1-000000-5020-1411-0000  345150-145-002  1722.92 -
                    510-5177-1-000000-5011-3410-4128  345127-125-002   722.92 +
                    510-5146-1-000000-5020-1411-0000  345150-145-002  1000.00 +

ID/NAME: ----- DEPT: ----- CHK DATE: -----
PF2=CANCEL          PF6/9=HELP          PF11=DOWN PF12=QUIT
IBM-3277-2 16:45:36
```

- To Update a reallocation, type 'u' in the 'U/D' field
- Press **[Enter]**

Updating a Record

```

Session  Edit  Commands  Settings  Help

PY5185M          UNIVERSITY OF PENNSYLVANIA          DATE: 03/18/97
                  HUMAN RESOURCES MANAGEMENT SYSTEM      TIME: 16:45:55
                  UPDATE REALLOCATION
EMPLOYEE ID:    847210982          CHK DATE: 07/31/96
                  EMP TYPE: 1
EMPLOYEE NAME:  AFSUNTI, HARVEY    JOB CLASS: 256020

CNAC  ORG  B/C  FUND  OBJ  PGM  REF  ACCT  SUB  POS  AMOUNT  +/-  EARN
=====  =====  =====  =====  =====  =====  =====  =====  =====  =====  =====  =====
510  5146  1  000000  5020  1411  0000  345150  145  002  1722.92  -   RMO
510  5177  1  000000  5011  3410  4128  345127  120  002  722.92  +   RMO
510  5146  1  000000  5020  1411  0000  345150  145  002  1000.00  +   RMO
-----  -----  -----  -----  -----  -----  -----  -----  -----  -----  -----  -----
0.00  +   RMO
0.00  +   RMO
0.00  +   RMO
0.00  +   RMO

REASON: 03  ERROR CORRECTION; DATA ENTRY ERROR.

PF2=CANCEL PF4=REASON PF5=UPDT PF6/9=HELP PF7=COA-26/ACCT9 PF8=LDEL PF12=QUIT

IBM-3277-2 16:48:27
  
```

- Selected reallocation is displayed
- **PF7** allows the user to choose between 9 and 26 digit account numbers
- Account numbers and amounts are modified as required
- Additional lines can be added or existing lines removed (by positioning cursor on line and pressing PF8)
- Press **PF5** to update the reallocation
- Edits are same as ADD function
- Press **[Enter]**

Update Confirmation Window

```

C002 - RECORD HAS BEEN UPDATED
PY5185M
UNIVERSITY OF PENNSYLVANIA
HUMAN RESOURCES MANAGEMENT SYSTEM
UPDATE REALLOCATION
EMPLOYEE ID: 847210982    CHK DATE: 07/31/96
                           EMP TYPE: 1
DATE: 03/18/97
TIME: 16:49:27
  
```

```

CNAC OR
=====
510 51
510 51
510 51
-----
UNIVERSITY OF PENNSYLVANIA
HUMAN RESOURCES MANAGEMENT SYSTEM
UPDATE REALLOCATION
EMPLOYEE ID: 847210982    CHK DATE: 07/31/96
                           EMP TYPE: 1
EMPLOYEE NAME: AFSUNTI, HARVEY    JOB CLASS: 256020
DATE: 03/18/97
TIME: 16:45:55
  
```

REASON:	CNAC	ORG	B/C	FUN	QUNT	+/-	EARN TYPE
PF2=CANC	510	5146	1	0000	2.92	-	RMO
	510	5177	1	0000	.92	+	RMO
	510	5146	1	0000	0.00	+	RMO
					0	+	RMO
					0	+	RMO
					0.00	+	RMO
					0.00	+	RMO

```

PLEASE ENTER 'Y' TO CONFIRM UPDATE
Y/N: y
REASON: 03 ERROR CORRECTION; DATA ENTRY ERROR.
PF2=CANCEL PF4=REASON PF5=UPDT PF6/9=HELP PF7=COA-26/ACCT9 PF8=LDEL PF12=QUIT
IBM-3277-2 16:50:41
  
```

- A confirmation window opens up to confirm the update (foreground screen)
- Type **'Y'** to confirm update
- Press **[Enter]**
- This reallocation is now Updated and a message informs the user that the record has been updated (background screen)
- Type **'N'** to close window without updating

Delete Confirmation Window

```

Session  Edit  Commands  Settings  Help

PY5185M                UNIVERSITY OF PENNSYLVANIA          DATE: 03/18/97
                        HUMAN RESOURCES MANAGEMENT SYSTEM        TIME: 16:45:55
                        UPDATE REALLOCATION
EMPLOYEE ID:  847210982      CHK DATE:  07/31/96
EMPLOYEE NAME: AFSUNTI, HARVEY  EMP TYPE:  1
                                JOB CLASS: 256020

CNAC  ORG  B/C  FUN  +-----+-----+ QUNT  +/-  EARN
=====  =====  =====  =====  =====  =====
510  5146  1  0000  |          |          |  2.92  -    RMO
510  5177  1  0000  |          |          |   .92  +    RMO
510  5146  1  0000  |          |          |  0.00  +    RMO
-----  -----  -----  -----  |          |          |  0      +    RMO
-----  -----  -----  -----  |          |          |  0      +    RMO
-----  -----  -----  -----  |          |          |  0.00  +    RMO
-----  -----  -----  -----  |          |          |  0.00  +    RMO

REASON: 03  ERROR CORRECTION; DATA ENTRY ERROR.

PF2=CANCEL PF4=REASON PF5=UPDT PF6/9=HELP PF7=COA-26/ACCT9 PF8=LDEL PF12=QUIT

IBM-3277-2 16:50:41
  
```

- If a reallocation set was selected for delete by entering 'd' in the 'U/D' column, the delete confirmation window opens
- Type 'Y' to confirm delete
- Press **[Enter]**
- Type 'N' to close window without deleting

Deleted Reallocation

```

Session  Edit  Commands  Settings  Help

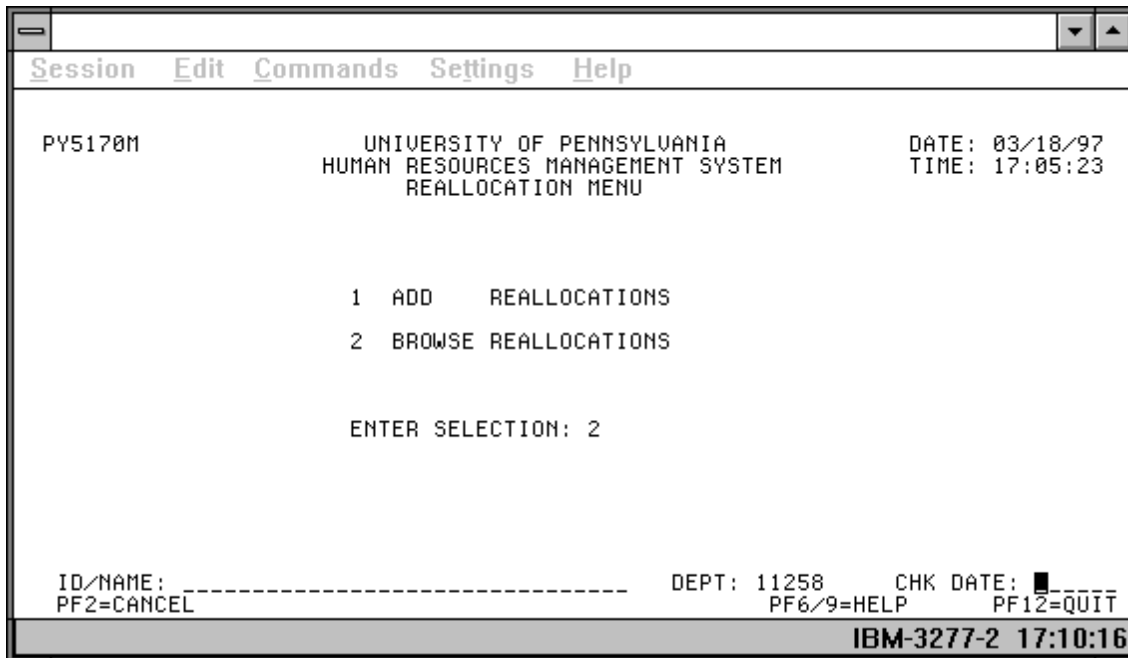
C003 - RECORD FOR EMP-ID 790655009 & CHECK DATE 10/31/96 DELETED
PY5180M                UNIVERSITY OF PENNSYLVANIA                DATE: 03/18/97
                        HUMAN RESOURCES MANAGEMENT SYSTEM        TIME: 16:51:55
                        BROWSE REALLOCATIONS
EMPLOYEE NAME: GALANTI, JUDITH      EMPLOYEE ID: 790655009 HOME DEPT: 11258
U/D CHK DATE  CNAC ORG B/C FUND  OBJ PGM REF  ACCT  SUB POS  AMOUNT
=====
D  10/31/96    320-3212-1-013201-5100-2000-0015  370072-100-002  7500.00 -
                    510-5129-1-000000-5100-6200-0000  211259-100-000  3750.00 +
                    320-3212-1-013201-5100-2000-0015  370072-100-002  3750.00 +

-  01/31/97    320-3212-4-521460-5100-2000-0015  521460-100-002  7500.00 -
                    510-5129-1-000000-5100-6200-0000  211259-100-000  3750.00 +
                    320-3212-4-521460-5100-2000-0015  521460-100-002  3750.00 +

ID/NAME: █----- DEPT: ----- CHK DATE: -----
PF2=CANCEL                PF6/9=HELP                PF11=DOWN  PF12=QUIT
IBM-3277-2 16:53:42
  
```

- A message informs the user that the reallocation has been deleted
- The deleted reallocation can no longer be selected for update or delete
 - It remains visible in the list of reallocations while user is in Browse mode
 - If Browse is exited and reentered, the reallocation will no longer be visible

Searching By Department



```
Session  Edit  Commands  Settings  Help
PY5170M          UNIVERSITY OF PENNSYLVANIA          DATE: 03/18/97
                  HUMAN RESOURCES MANAGEMENT SYSTEM    TIME: 17:05:23
                  REALLOCATION MENU

                  1  ADD    REALLOCATIONS
                  2  BROWSE REALLOCATIONS

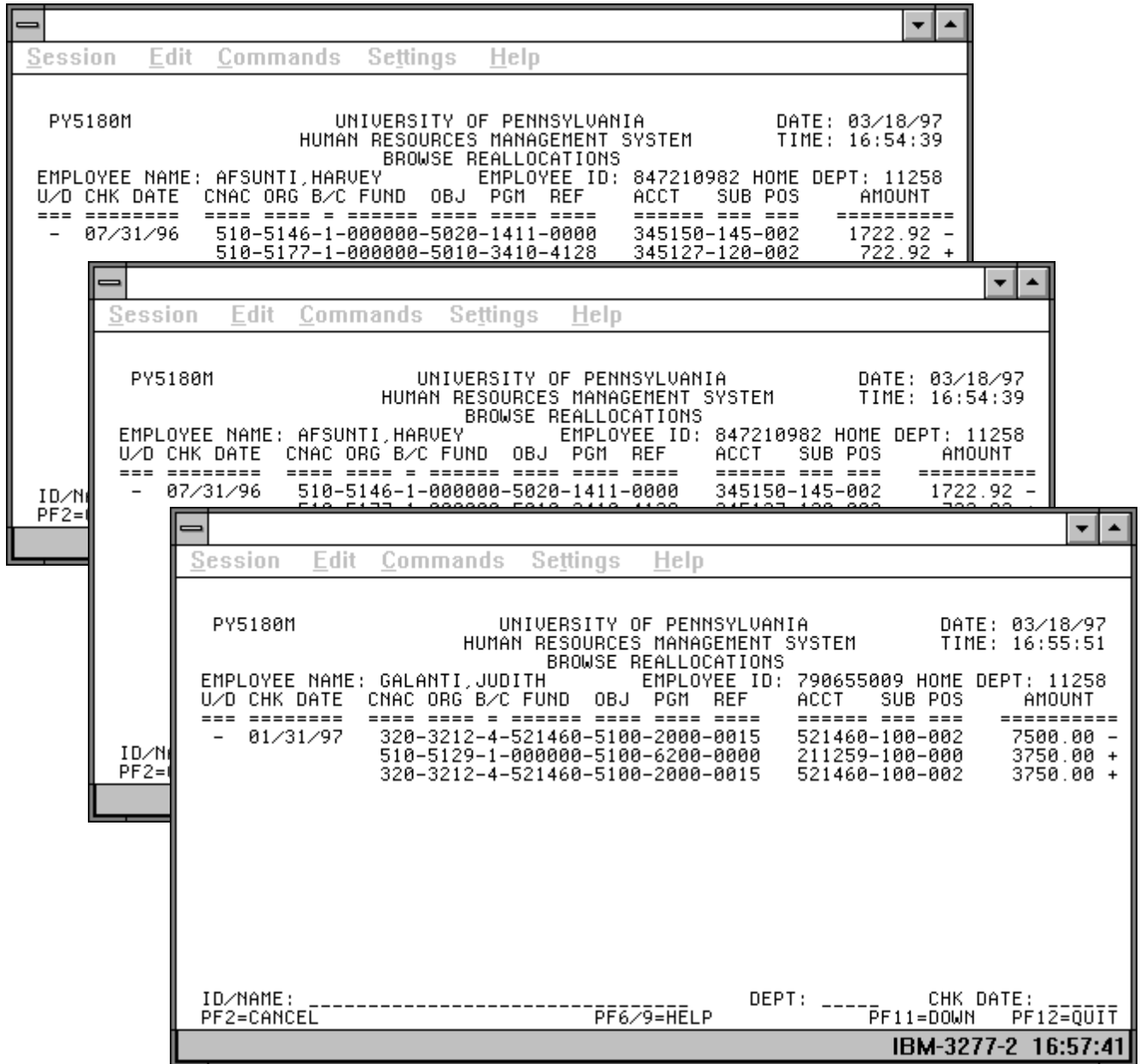
                  ENTER SELECTION: 2

ID/NAME: _____ DEPT: 11258   CHK DATE: █_____
PF2=CANCEL          PF6/9=HELP   PF12=QUIT

IBM-3277-2 17:10:16
```

- Type **'2'** at [Enter] Selection prompt
- Type **'11258'** in DEPT field
- Press **[Enter]**
-

Search Results



The image shows three overlapping terminal windows from an IBM mainframe system. Each window displays the same header information: 'PY5180M UNIVERSITY OF PENNSYLVANIA HUMAN RESOURCES MANAGEMENT SYSTEM BROWSE REALLOCATIONS' and 'DATE: 03/18/97 TIME: 16:54:39'. The first window shows results for employee 'AFSUNTI, HARVEY' (ID: 847210982) with two reallocation entries dated 07/31/96. The second window shows results for employee 'GALANTI, JUDITH' (ID: 790655009) with three reallocation entries dated 01/31/97. The third window shows the same header and employee information as the second, but with a different set of reallocation data. At the bottom of the third window, there are control instructions: 'ID/NAME: PF2=CANCEL', 'DEPT: PF6/9=HELP', and 'CHK DATE: PF11=DOWN PF12=QUIT'. The system time is shown as 'IBM-3277-2 16:57:41'.

```

PY5180M          UNIVERSITY OF PENNSYLVANIA          DATE: 03/18/97
                HUMAN RESOURCES MANAGEMENT SYSTEM    TIME: 16:54:39
                BROWSE REALLOCATIONS
EMPLOYEE NAME: AFSUNTI, HARVEY      EMPLOYEE ID: 847210982 HOME DEPT: 11258
U/D CHK DATE  CNAC ORG B/C FUND  OBJ PGM REF  ACCT  SUB POS  AMOUNT
=====
- 07/31/96    510-5146-1-000000-5020-1411-0000  345150-145-002  1722.92 -
                510-5177-1-000000-5010-3410-4128  345127-120-002   722.92 +

PY5180M          UNIVERSITY OF PENNSYLVANIA          DATE: 03/18/97
                HUMAN RESOURCES MANAGEMENT SYSTEM    TIME: 16:54:39
                BROWSE REALLOCATIONS
EMPLOYEE NAME: AFSUNTI, HARVEY      EMPLOYEE ID: 847210982 HOME DEPT: 11258
U/D CHK DATE  CNAC ORG B/C FUND  OBJ PGM REF  ACCT  SUB POS  AMOUNT
=====
- 07/31/96    510-5146-1-000000-5020-1411-0000  345150-145-002  1722.92 -
                510-5177-1-000000-5010-3410-4128  345127-120-002   722.92 +

PY5180M          UNIVERSITY OF PENNSYLVANIA          DATE: 03/18/97
                HUMAN RESOURCES MANAGEMENT SYSTEM    TIME: 16:55:51
                BROWSE REALLOCATIONS
EMPLOYEE NAME: GALANTI, JUDITH      EMPLOYEE ID: 790655009 HOME DEPT: 11258
U/D CHK DATE  CNAC ORG B/C FUND  OBJ PGM REF  ACCT  SUB POS  AMOUNT
=====
- 01/31/97    320-3212-4-521460-5100-2000-0015  521460-100-002  7500.00 -
                510-5129-1-000000-5100-6200-0000  211259-100-000  3750.00 +
                320-3212-4-521460-5100-2000-0015  521460-100-002  3750.00 +

ID/NAME: _____ DEPT: _____ CHK DATE: _____
PF2=CANCEL          PF6/9=HELP          PF11=DOWN  PF12=QUIT

IBM-3277-2 16:57:41
  
```

- A list of all reallocations with department '11258' are displayed
- The reallocations are displayed in ascending order by date for each employee in the department, the employees being sorted in alphabetical order.

Logging Off

```
Session Edit Commands Settings Help

PY5180M                UNIVERSITY OF PENNSYLVANIA          DATE: 03/18/97
                        HUMAN RESOURCES MANAGEMENT SYSTEM    TIME: 16:55:51
                        BROWSE REALLOCATIONS
EMPLOYEE NAME: GALANTI, JUDITH      EMPLOYEE ID: 790655009 HOME DEPT: 11258
U/D CHK DATE  CNAC ORG B/C FUND  OBJ  PGM  REF  ACCT  SUB POS  AMOUNT
===  =====  =====  =  =====  =====  =====  =====  =====
-  01/31/97    320-3212-4-521460-5100-2000-0015  521460-100-002  7500.00 -
                    510-5129-1-000000-5100-6200-0000  211259-100-000  3750.00 +
                    320-3212-4-521460-5100-2000-0015  521460-100-002  3750.00 +

ID/NAME: ----- DEPT: ----- CHK DATE: -----
PF2=CANCEL                PF6/9=HELP                PF11=DOWN  PF12=QUIT
IBM-3277-2 16:57:41
```

- At the Human Resources Management System Function menu, tab down to the INTERRUPT field
- Type **'so'** (Sign Off)
- Press **[Enter]**

Appendices

- Miscellaneous
- Reallocation Fields
- Glossary of terms
- Sample Reports

Miscellaneous

- No historical data will be converted into the Salary Management system for July 1, 1996
- Each Report request will have a unique 'Request ID' that will be composed of
 - The letter 'SM' (for Salary Management)
 - Last 4 digits of user's mainframe Logon ID
 - 2 digit numeric sequence value (01-99) for the report
 - Example: Mainframe Logon ID = P791199's fifth report will be called 'SM119905'
 - This will be helpful for users to identify their reports among the many reports generated by various users

Miscellaneous (continued)

- A report is generated for each Detail and Summary report requested
 - The report files will be available on temporary disk packs **ONLY** until 5:00 PM at which time they are deleted.
 - The unique report IDs will be composed of
 - AAAAAAA.PRIVQRY.SEQBBB.EXTCCCC for the extract report
 - AAAAAAA.PRIVQRY.SEQBBB.RPTCCCC for the report file
 - AAAAAAA = TSO login ID
 - BBB = 3 digit sequence number
 - CCCC = Report selected
 - (e.g., PERD, ACTD, ERND, PERS, ACTS, ERNS, GRPA, GRPS and A21E)
- Example: Mainframe Account ID 791199's 5th report of the day will have associated files called
 - P791199.PRIVQRY.SEQ005.EXTPERD
 - P791199.PRIVQRY.SEQ005.RTPPERD

Reallocation Fields

TRAN	Type of Transaction desired
ID	9-digit ID uniquely identifying an employee
NAME	Employee name in last, first, initial format
DEPT	5-digit number representing a Payroll Home Department
Account Number	New 26-digit COA
ACCT	6-digit account number in the old General Ledger system
SUB	Sub-code
POS	Position code
AMOUNT	Amount of salary to be reallocated
+/-	Indicates Debit (+) or Credit (-) adjustment to an account
CHK DATE	Date of Payroll check in the 'mmddy' format
JOB CLASS	6-digit number representing Payroll job classification
EARN TYPE	3-digit alphanumeric code representing the type of compensation
REASON	Reason for reallocation

Glossary of Terms

COA	Chart of Account
Requested COA	The COA entered in Reallocation
Posted COA	The account posted to if the entered COA was incorrect
Reallocation Set	A payment distribution and its reversal amounts
Pay Period End Date	The last date for which duration a payment distribution is made

Sample Reports

Samples of these reports follow:

- Person Detail (PERD)
- Person Summary (PERS)
- Account Detail (ACTD)
- Account Summary (ACTS)
- Earnings Type Detail (ERND/ERNS)
- Group - School/Home Dept/Object (GRPS)
- Group - School/Home Dept/Job Class (GRPS)
- Group - Account (GRPA)
- A21 Effort (A21E)

Revision History

Date	Page Number(s)	Topic
March 17, 2006 (BAM)	Various	The manual, in it's entirely, i.e. Section 1, 2, 3 and 4 has the same look and is consistent with the format of all the other FTD User Guides; Web addresses have been updated to the current web address.
March 1, 2012 (BAM)	Various	Section 1 – Overview - updated Risk Management policy web link (1-21); updated Direct Deposit and added ADP Pay option (1-31); updated Additional Pay (1-32); updated 'Hand Drawn Check' to match Payroll website (1-33); updated Payroll e-mail address Section 3 – Time Reporting - added Navigation in UMIS section (3-5) & Time Balances (3-44 & 45)