Salary Management & Payroll Reallocations

Last Updated March 1, 2012
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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 'cicszupn'
- Press [Enter]
- Press [Pause/Break] to remove CICS banner screen
Logging on to Mainframe System (continued)

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

- 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

<table>
<thead>
<tr>
<th>Press Function Key</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF1</td>
<td>Get Help (Screen Help)</td>
</tr>
<tr>
<td>PF2</td>
<td>Get FHelp (Field Help)</td>
</tr>
<tr>
<td>PF3</td>
<td>Return to Previous Screen or Return to Standard Reports Menu</td>
</tr>
<tr>
<td>PF7</td>
<td>View Previous Page</td>
</tr>
<tr>
<td>PF8</td>
<td>View Next Page</td>
</tr>
<tr>
<td>PF9</td>
<td>Go to SALMGMT Main Menu</td>
</tr>
<tr>
<td>PF12</td>
<td>Exit application and ‘CICS’ Go to UMIS Main Menu</td>
</tr>
</tbody>
</table>
Salary Management

Main Menu

Fields to be entered on this screen are:

1. **TRAN** - Type of transaction
2. **EMPL/COA** - Employee name or ID/SSN, or the new 26 digit COA, depending on type of query
3. **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)

• 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
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

- 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

- **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**

- **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.

- Press **PF8** to scroll forward.
Person Detail (PDET) Screen

- 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)

- 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

- 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.

Press **PF8** to scroll forward.
**Press PF8 to scroll forward**
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.
Post 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

**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
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)

- 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)

- 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**

- **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
**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**

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.

<table>
<thead>
<tr>
<th>Month</th>
<th>PTD ACTUALS</th>
<th>PTD ACTUALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL 95</td>
<td>0.00</td>
<td>JUL 96</td>
</tr>
<tr>
<td>AUG 95</td>
<td>0.00</td>
<td>AUG 96</td>
</tr>
<tr>
<td>SEP 95</td>
<td>0.00</td>
<td>SEP 96</td>
</tr>
<tr>
<td>OCT 95</td>
<td>0.00</td>
<td>OCT 96</td>
</tr>
<tr>
<td>NOV 95</td>
<td>0.00</td>
<td>NOV 96</td>
</tr>
<tr>
<td>DEC 95</td>
<td>0.00</td>
<td>DEC 96</td>
</tr>
<tr>
<td>JAN 96</td>
<td>0.00</td>
<td>JAN 97</td>
</tr>
<tr>
<td>FEB 96</td>
<td>0.00</td>
<td>FEB 97</td>
</tr>
<tr>
<td>MAR 96</td>
<td>0.00</td>
<td>MAR 97</td>
</tr>
<tr>
<td>APR 96</td>
<td>0.00</td>
<td>APR 97</td>
</tr>
<tr>
<td>MAY 96</td>
<td>0.00</td>
<td>MAY 97</td>
</tr>
<tr>
<td>JUN 96</td>
<td>0.00</td>
<td>JUN 97</td>
</tr>
</tbody>
</table>

**TOTALS:** 37,971.75

TFAN: ASUM EMPL/COA: 510-5133-1-000000-5110-1411-0000 DATE: 07/01/96 TO 06/30/97
Salary Query Account Detail (ADET)

- 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

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

Press PF8 to scroll forward
### Account Detail (ADET) Screen (cont’d)

**Press PF8 to scroll forward**

<table>
<thead>
<tr>
<th>CHK DATE</th>
<th>EMPLOYEE ID</th>
<th>EMPLOYEE NAME</th>
<th>SALARY AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/26/96</td>
<td>832-47-5711</td>
<td>SCOTTON, COLDINHERE</td>
<td>76.35</td>
</tr>
<tr>
<td>07/26/96</td>
<td>832-47-5711</td>
<td>SCOTTON, COLDINHERE</td>
<td>305.30</td>
</tr>
<tr>
<td></td>
<td>833-59-6793</td>
<td>MAKER, ANNA</td>
<td>269.23</td>
</tr>
<tr>
<td></td>
<td>837-37-3522</td>
<td>O’NEAL, KAREN</td>
<td>214.84</td>
</tr>
<tr>
<td>08/02/96</td>
<td>795-61-5310</td>
<td>YOUTH, PATRICIA</td>
<td>200.00</td>
</tr>
<tr>
<td>08/02/96</td>
<td>811-69-6041</td>
<td>DONLEY, CARL JOHN</td>
<td>203.65</td>
</tr>
<tr>
<td>08/02/96</td>
<td>832-47-5711</td>
<td>SCOTTON, COLDINHERE</td>
<td>305.30</td>
</tr>
<tr>
<td>08/02/96</td>
<td>832-47-5711</td>
<td>SCOTTON, COLDINHERE</td>
<td>76.35</td>
</tr>
<tr>
<td></td>
<td>833-59-6793</td>
<td>MAKER, ANNA</td>
<td>269.23</td>
</tr>
<tr>
<td></td>
<td>837-37-3522</td>
<td>O’NEAL, KAREN</td>
<td>214.84</td>
</tr>
</tbody>
</table>
Additional Details (ADET) Window

- 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

<table>
<thead>
<tr>
<th>TRAN</th>
<th>DESCRIPTION</th>
<th>REQUIRED INPUT</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY_QUERY</td>
<td>ACCOUNT DETAIL</td>
<td>ENTER A 26 DIGIT COA &amp; DATE</td>
</tr>
<tr>
<td>ADET</td>
<td>ACCOUNT SUMMARY</td>
<td>ENTER A 26 DIGIT COA &amp; DATE</td>
</tr>
<tr>
<td>ASUM</td>
<td>PERSON DETAIL</td>
<td>ENTER A SSN OR NAME</td>
</tr>
<tr>
<td>PSUM</td>
<td>PERSON SUMMARY</td>
<td>ENTER A SSN OR NAME</td>
</tr>
</tbody>
</table>

**TRAN Field**

- Type ‘rpts’ in the TRAN field
Reports Menu

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 SALMGMNT Request Form.
- To return back to this screen, press PF3 from any of the report parameter screens
**Required fields are**

- 'FROM' and 'TO' dates (mm/dd/yy)
- At least one SSN or Full/Partial employee name
**Entering SSN/NAME**

- 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

- 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.
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

- 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

- 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
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

- 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

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

<table>
<thead>
<tr>
<th>DATE</th>
<th>SEL DEPT</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>----</td>
<td>--------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>11219</td>
<td>HOSPITAL AFFAIRS - DENTAL</td>
<td></td>
</tr>
<tr>
<td>11221</td>
<td>PROSTHESIS LAB</td>
<td></td>
</tr>
<tr>
<td>11258</td>
<td>ADMIN AFFAIRS DENTAL SCHOOL</td>
<td></td>
</tr>
<tr>
<td>11259</td>
<td>STUDENT AFFAIRS - DENTAL</td>
<td></td>
</tr>
<tr>
<td>11329</td>
<td>CLINICAL RESEARCH CENTER</td>
<td></td>
</tr>
<tr>
<td>11401</td>
<td>PEDODONTICS</td>
<td></td>
</tr>
<tr>
<td>40159</td>
<td>DENTAL AUX UTILZ</td>
<td></td>
</tr>
<tr>
<td>42096</td>
<td>CLINICAL AFFAIRS - DENTAL</td>
<td></td>
</tr>
<tr>
<td>45125</td>
<td>DENTAL ASSISTANT</td>
<td></td>
</tr>
<tr>
<td>45127</td>
<td>LONG RANGE PLAN MODEL B</td>
<td></td>
</tr>
</tbody>
</table>

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

- 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
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

- 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

FISCAL YEAR: 1997 (CCYY)

ENTER THE COA SEGMENTS:

<table>
<thead>
<tr>
<th>CNAC</th>
<th>ORG</th>
<th>B/C</th>
<th>FUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>510</td>
<td>5129</td>
<td>1</td>
<td>000000</td>
</tr>
</tbody>
</table>

The segments entered are Center Net Asset Code(CNAC), Organization(ORG), Budgetary Control(B/C) and FUND segments.
A21E Report Parameters

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**

<table>
<thead>
<tr>
<th>Session</th>
<th>Edit</th>
<th>Commands</th>
<th>Settings</th>
<th>Help</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/18/97</td>
<td>MANAGEMENT SYSTEMS ONLINE APPLICATIONS DIRECTORY</td>
<td>15-40-29 UNRBA01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>APPL. ID</td>
<td>DESCRIPTION</td>
<td>APPL. ID</td>
<td>DESCRIPTION</td>
<td></td>
</tr>
<tr>
<td>CQAINQ</td>
<td>CHART OF ACCOUNTS INQUIRY</td>
<td>PAYROLL</td>
<td>NEW PAYROLL SYSTEM</td>
<td></td>
</tr>
<tr>
<td>SALMGT</td>
<td>SALARY MANAGEMENT</td>
<td>UMISNEWS</td>
<td>ADMINISTRATIVE BULLETIN BOARD</td>
<td></td>
</tr>
</tbody>
</table>

UNIS - 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.

- 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
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

<table>
<thead>
<tr>
<th>Press Function Key</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF2</td>
<td>Return to previous screen</td>
</tr>
<tr>
<td>PF6/9</td>
<td>Get Help</td>
</tr>
<tr>
<td>PF12</td>
<td>Exit Application and ‘CICS’</td>
</tr>
</tbody>
</table>

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

1 ADD REALLOCATIONS
2 BROWSE REALLOCATIONS

ENTER SELECTION: 1

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Enpl ID</th>
<th>Phone</th>
<th>Mail</th>
<th>Dept#</th>
<th>Home Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Galanti, Judith</td>
<td>79065509</td>
<td>5622</td>
<td>6772</td>
<td>11258</td>
<td>Admin Affairs D</td>
</tr>
<tr>
<td>Galway, Winifred</td>
<td>816277669</td>
<td>5622</td>
<td>6772</td>
<td>11258</td>
<td>Admin Affairs D</td>
</tr>
<tr>
<td>Garafola, Donato</td>
<td>962396388</td>
<td>5622</td>
<td>6772</td>
<td>11258</td>
<td>Admin Affairs D</td>
</tr>
<tr>
<td>Gardner, Helmut</td>
<td>651277125</td>
<td>5622</td>
<td>6772</td>
<td>11055</td>
<td>Management</td>
</tr>
<tr>
<td>Garaway, Fred</td>
<td>755645396</td>
<td>5622</td>
<td>6772</td>
<td>11055</td>
<td>Management</td>
</tr>
<tr>
<td>Gates, Tracy</td>
<td>816450115</td>
<td>5622</td>
<td>6772</td>
<td>11258</td>
<td>Admin Affairs D</td>
</tr>
<tr>
<td>Gavin, Jasper</td>
<td>827238238</td>
<td>5622</td>
<td>6772</td>
<td>11055</td>
<td>Management</td>
</tr>
<tr>
<td>Gaylord, Anthony</td>
<td>916337811</td>
<td>5622</td>
<td>6772</td>
<td>11258</td>
<td>Admin Affairs D</td>
</tr>
</tbody>
</table>

- 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

**EMPLOYEE ID:** 790655009  **EMPLOYEE NAME:** GALANTI, JUDITH

<table>
<thead>
<tr>
<th>STAT CHK DATE</th>
<th>ACCOUNT NUMBER</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/31/96</td>
<td>510-5129-1-000000-5010-0000-0000</td>
<td>2,575.00</td>
</tr>
<tr>
<td>07/31/96</td>
<td>510-5129-1-000000-5010-0000-0000</td>
<td>7,625.00</td>
</tr>
<tr>
<td>07/31/96</td>
<td>510-5129-1-000000-5010-0000-0000</td>
<td>13,327.08</td>
</tr>
<tr>
<td>08/31/96</td>
<td>510-5129-1-000000-5010-0000-0000</td>
<td>2,575.00</td>
</tr>
<tr>
<td>09/30/96</td>
<td>510-5129-1-000000-5010-0000-0000</td>
<td>2,575.00</td>
</tr>
<tr>
<td>09/30/96</td>
<td>510-5129-1-000000-5010-0000-0000</td>
<td>13,327.08</td>
</tr>
<tr>
<td>10/31/96</td>
<td>320-3212-1-013201-5100-2000-0015</td>
<td>7,500.00</td>
</tr>
<tr>
<td>10/31/96</td>
<td>510-5129-1-000000-5010-0000-0000</td>
<td>2,575.00</td>
</tr>
<tr>
<td>11/27/96</td>
<td>510-5129-1-000000-5010-0000-0000</td>
<td>2,575.00</td>
</tr>
</tbody>
</table>

Press **PF11** scroll down
Salary Distribution Window

- 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

- 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

- 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

- 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

- 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

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 for 01/31/97 now has status of ‘P’ for Pending
Browsing Reallocations

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.

<table>
<thead>
<tr>
<th>TRAN</th>
<th>ID/NAME</th>
<th>DEPT</th>
<th>CHK DATE</th>
<th>Displays</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>All reallocations per security profile</td>
</tr>
<tr>
<td>2</td>
<td>ID/Name</td>
<td></td>
<td></td>
<td>All reallocations for entered ID/NAME</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>DEPT</td>
<td></td>
<td>All reallocations for entered department</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td>CHK DATE</td>
<td>All reallocations for entered check date</td>
</tr>
</tbody>
</table>
List of Reallocations

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)

<table>
<thead>
<tr>
<th>Session</th>
<th>Edit</th>
<th>Commands</th>
<th>Settings</th>
<th>Help</th>
</tr>
</thead>
</table>

**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

<table>
<thead>
<tr>
<th>U/O CHK DATE</th>
<th>CHNAC ORG</th>
<th>B/C FUND</th>
<th>OBJ</th>
<th>PGM REF</th>
<th>ACCT</th>
<th>SUB POS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/30/96</td>
<td>510-5129-1-000000-5100-6200-0000</td>
<td>211259-100-002</td>
<td>4200.00 -</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08/30/96</td>
<td>870-0720-1-000000-5100-7100-0000</td>
<td>216026-100-000</td>
<td>4200.00 +</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>U/O CHK DATE</th>
<th>CHNAC ORG</th>
<th>B/C FUND</th>
<th>OBJ</th>
<th>PGM REF</th>
<th>ACCT</th>
<th>SUB POS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/31/97</td>
<td>320-3212-1-01321-5100-2000-0015</td>
<td>370072-100-002</td>
<td>7500.00 -</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/31/96</td>
<td>320-3212-1-01321-5100-2000-0015</td>
<td>211259-100-000</td>
<td>3750.00 +</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/31/97</td>
<td>320-3212-1-01321-5100-2000-0015</td>
<td>370072-100-002</td>
<td>3750.00 +</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/31/97</td>
<td>320-3212-4-521460-5100-2000-0015</td>
<td>521460-100-002</td>
<td>7500.00 -</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/31/97</td>
<td>320-3212-4-521460-5100-2000-0015</td>
<td>211259-100-000</td>
<td>3750.00 +</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/31/97</td>
<td>320-3212-4-521460-5100-2000-0015</td>
<td>521460-100-002</td>
<td>3750.00 +</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 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

<table>
<thead>
<tr>
<th>ID/NAME:</th>
<th>DEPT:</th>
<th>CHK DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

- 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]
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

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
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

1. ADD REALLOCATIONS
2. BROWSE REALLOCATIONS

ENTER SELECTION: 2

- Type '2' at [Enter] Selection prompt
- Type '11258' in DEPT field
- Press [Enter]
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.
At the Human Resources Management System Function menu, tab down to the INTERRUPT field
Type ‘so’ (Sign Off)
Press [Enter]
Logging Off (Continued)

Human Resources Management System Sign Off screen is reached
Type 'Stop' in the INTERRUPT field
Press [Enter]

This brings the user back to UMIS main menu
Press PF12 to Sign Off
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
    - AAAAAA.PRIVQRY.SEQBBB.EXTCCCC for the extract report
    - AAAAAA.PRIVQRY.SEQBBB.RPTCCCC for the report file
    - AAAAAAA = TSO login ID
    - BBB = 3 digit sequence number
    - CCC = 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.RPTPERD
### Reallocation Fields

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>COA</td>
<td>Chart of Account</td>
</tr>
<tr>
<td>Requested COA</td>
<td>The COA entered in Reallocation</td>
</tr>
<tr>
<td>Posted COA</td>
<td>The account posted to if the entered COA was incorrect</td>
</tr>
<tr>
<td>Reallocaton Set</td>
<td>A payment distribution and its reversal amounts</td>
</tr>
<tr>
<td>Pay Period End Date</td>
<td>The last date for which duration a payment distribution is made</td>
</tr>
</tbody>
</table>
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)
<table>
<thead>
<tr>
<th>Date</th>
<th>Page Number(s)</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 17, 2006 (BAM)</td>
<td>Various</td>
<td>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.</td>
</tr>
</tbody>
</table>
| 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) |