

UNIVERSITY *of* PENNSYLVANIA

Salary Management & Payroll Reallocations

Last Updated March 17, 2006

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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

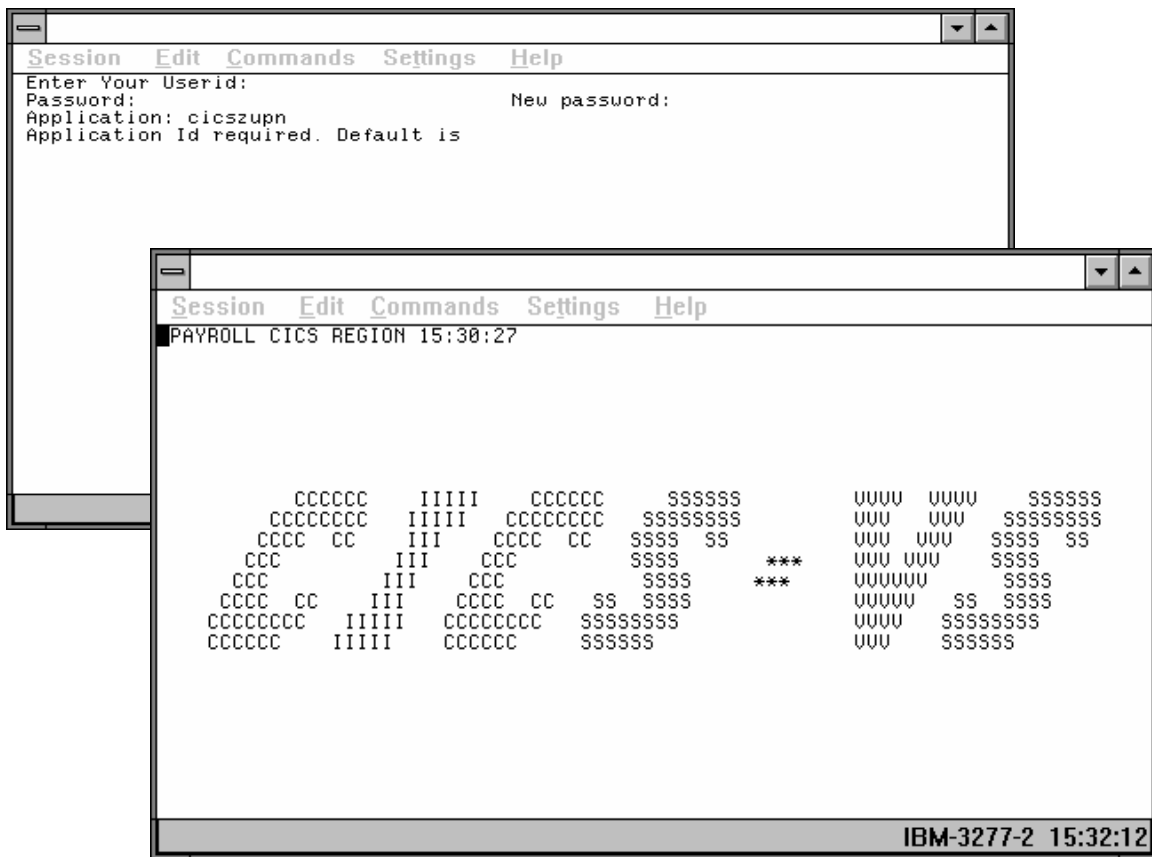
Reallocation is the process of adjusting General Ledger accounts to correct prior salary distributions

- 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



```
Session Edit Commands Settings Help
Enter Your Userid:
Passuord:                               Neu passuord:
Application: cicszupn
Application Id required. Default is

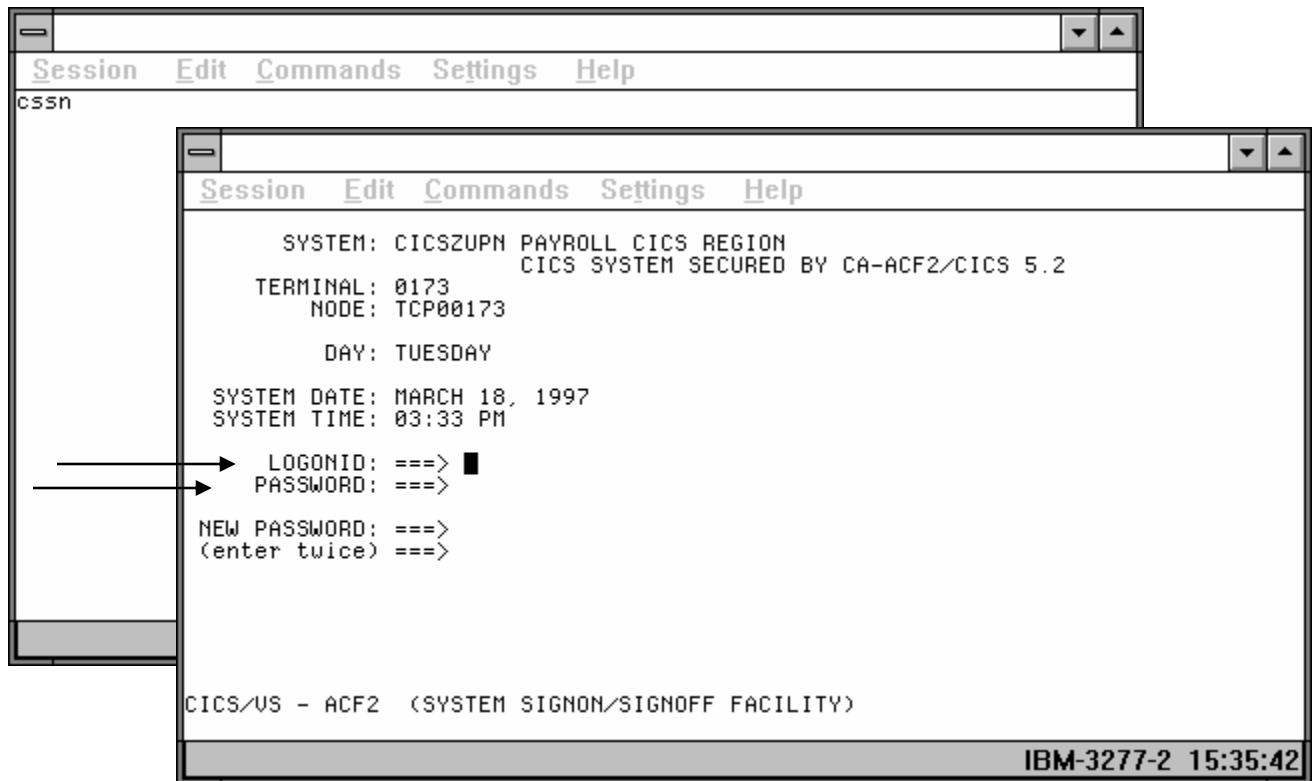
PAYROLL CICS REGION 15:30:27

      CCCCC  IIIII  CCCCC  SSSSSS  UUUU  UUUU  SSSSSS
CCCCCCCC  IIIII  CCCCCCCC  SSSSSSSS  UUU  UUU  SSSSSSSS
CCCC  CC  III  CCC  CC  SSSS  SS  UUU  UUU  SSSS  SS
CCC  III  CCC  SSSS  ***  UUU  UUU  SSSS
CCCC  CC  III  CCCC  CC  SS  SSSS  UUUUUU  SSSS
CCCCCCCC  IIIII  CCCCCCCC  SSSSSSSS  UUUU  SSSSSSSS
CCCCCC  IIIII  CCCCCC  SSSSSS  UUU  SSSSSS

IBM-3277-2 15:32:12
```

- Type 'cicszupn'
- Press [Enter]
- Press [Pause/Break] to remove CICS banner screen

Logging on to Mainframe System (continued)



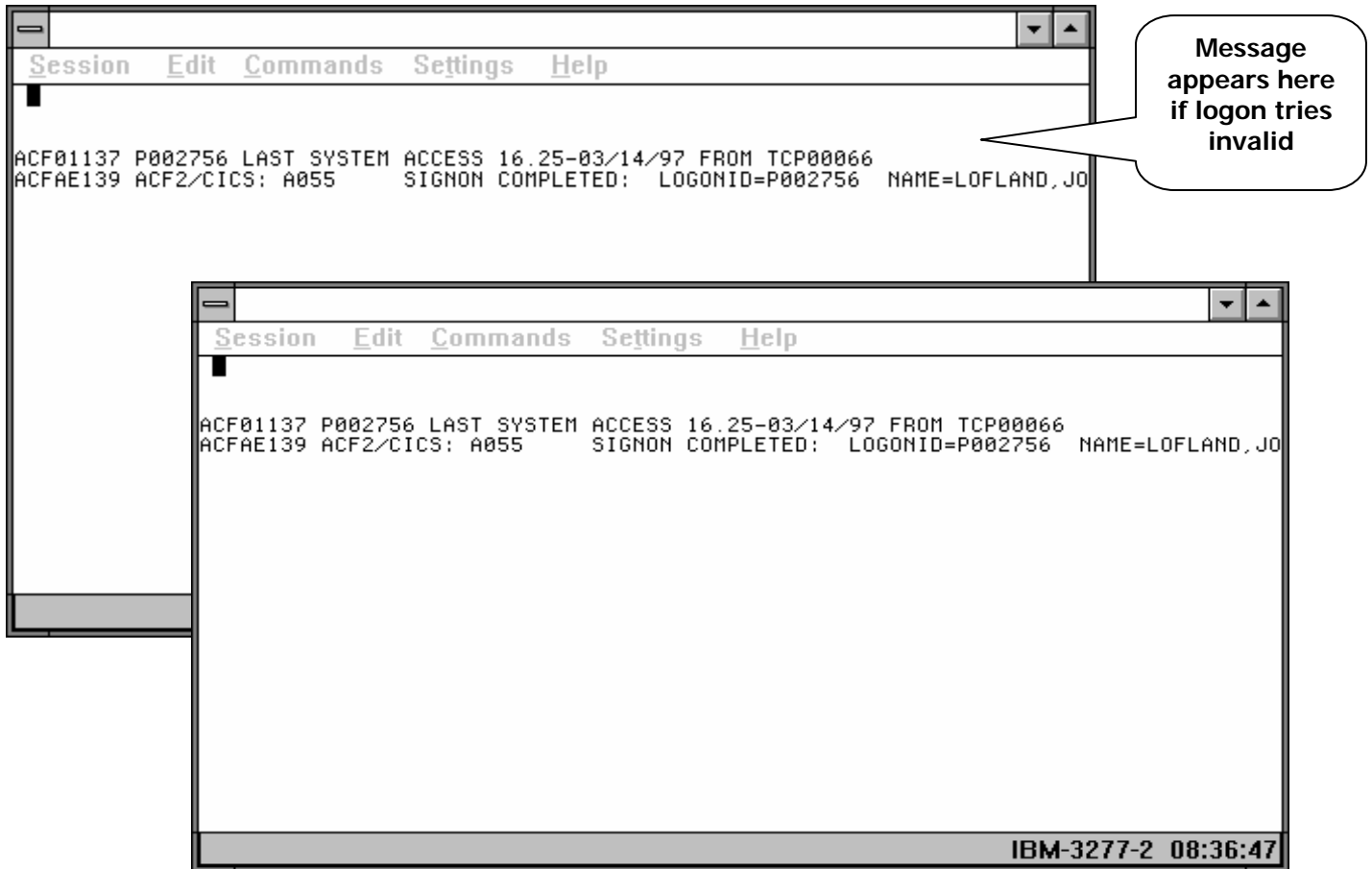
```
Session Edit Commands Settings Help
cssn

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 image shows two screenshots of a mainframe terminal window. The top screenshot shows a menu bar with 'Session', 'Edit', 'Commands', 'Settings', and 'Help'. Below the menu bar, the terminal displays the following text:

```
ACF01137 P002756 LAST SYSTEM ACCESS 16.25-03/14/97 FROM TCP00066  
ACFAE139 ACF2/CICS: A055 SIGNON COMPLETED: LOGONID=P002756 NAME=LOFLAND,JO
```

A callout bubble points to the 'SIGNON COMPLETED' message with the text: "Message appears here if logon tries invalid".

The bottom screenshot shows the same terminal window after a screen clear. The menu bar and the first line of the previous message are still visible, but the rest of the screen is blank. At the bottom right of the terminal window, the text "IBM-3277-2 08:36:47" is displayed.

- 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) |

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 'mmddy' (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)

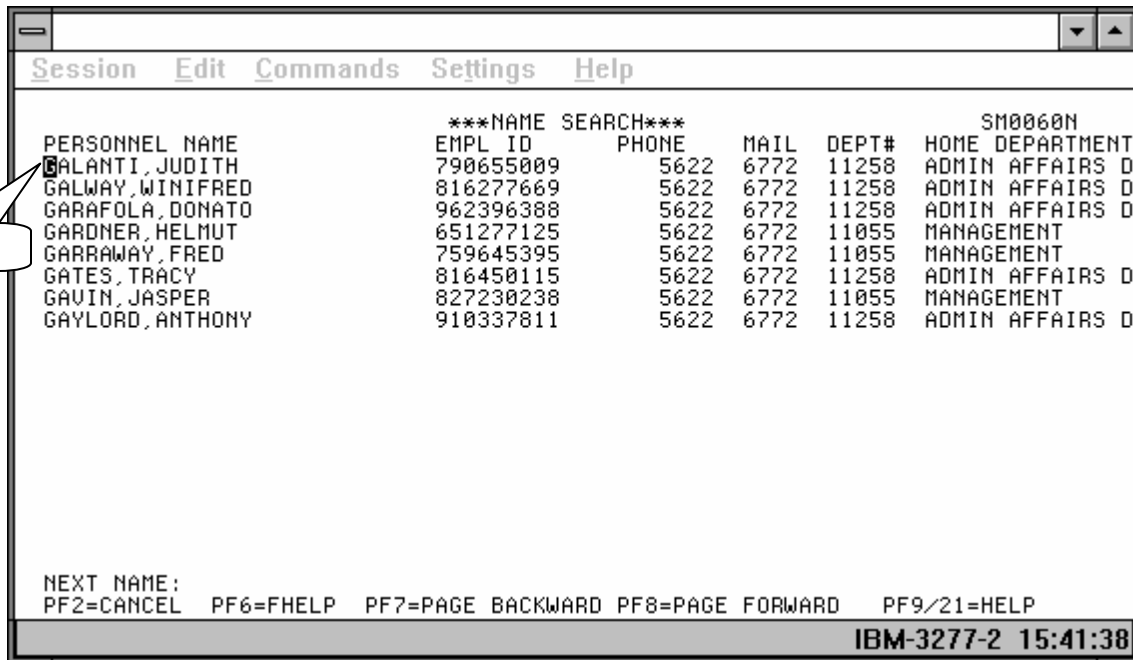
REPORTING
  RPTS          STANDARD REPORTS        (ENTER TRANS CODE ONLY)

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



```
Session  Edit  Commands  Settings  Help

***NAME SEARCH***                               SM0060N
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, 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

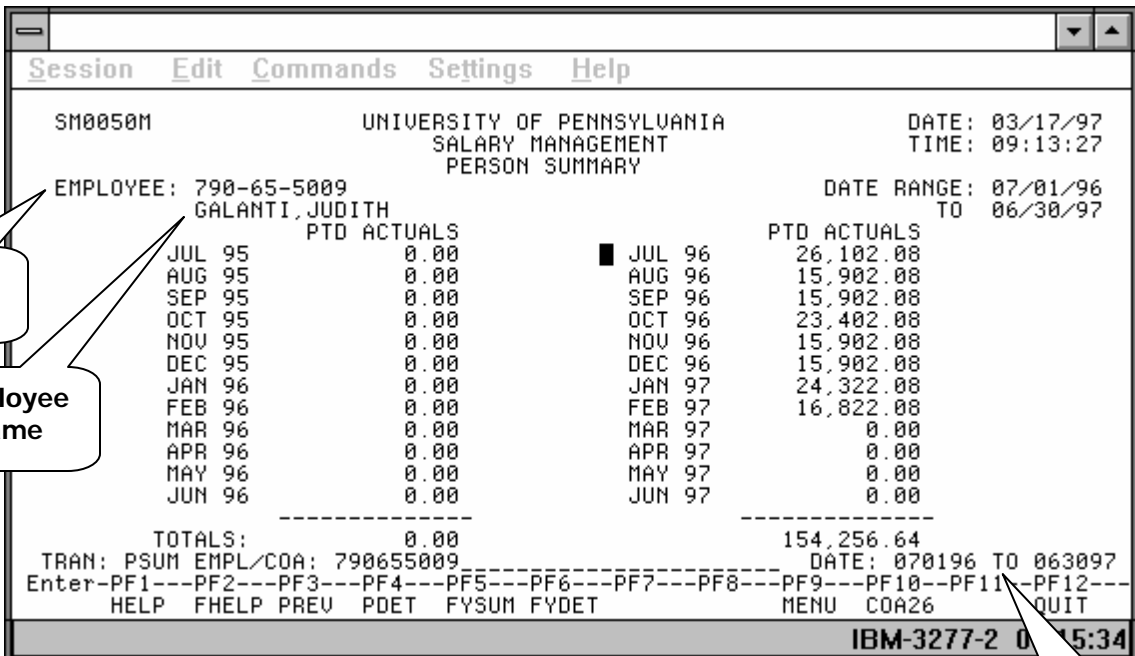
IBM-3277-2 15:41:38
```

- 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 displays the following information:

```

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                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: 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 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, DATE: 070196 TO 063097

- 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

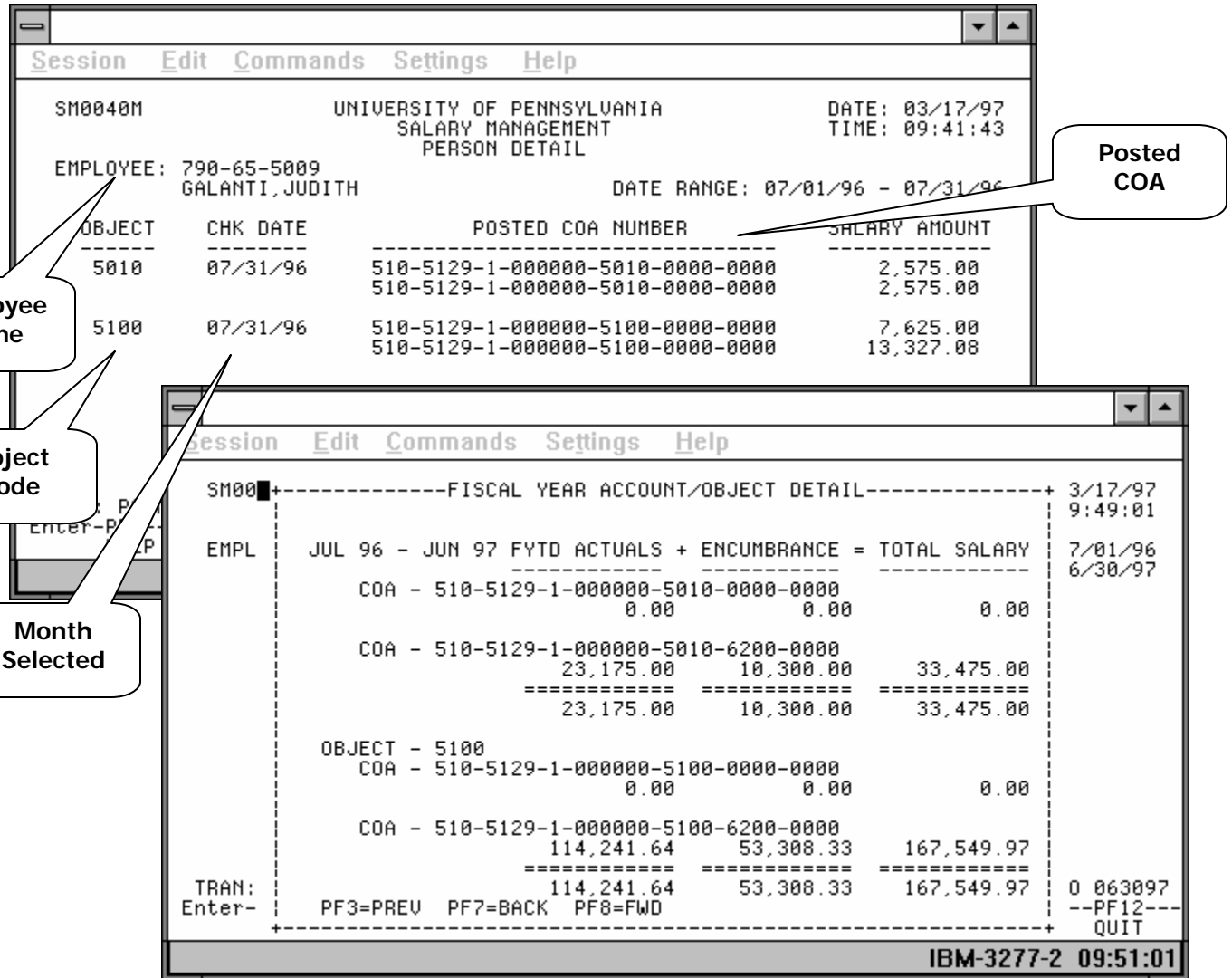
| Session Edit Commands Settings Help | | | | 3/17/97 9:34:49 |
|-------------------------------------|---|-----------|----------|---------------------|
| SM00 | -----FISCAL YEAR ACCOUNT/OBJECT DETAIL----- | | | |
| EMPL | JUL 96 - JUN 97 FYTD ACTUALS + ENCUMBRANCE = TOTAL SALARY | | | 7/01/96 6/30/97 |
| | 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 the University of Pennsylvania's Salary Management system. The top window displays the main Person Detail screen for employee GALANTI, JUDITH (ID: 790-65-5009) for the month of July 1996. The bottom window shows a detailed breakdown of salary payments for that month, grouped by Object Code (5010 and 5100).

Employee Name: GALANTI, JUDITH

Object Code: 5010, 5100

Month Selected: 07/31/96

Posted COA: 510-5129-1-000000-5010-0000-0000, 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 |
| 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 |
| 5100 | 07/31/96 | 510-5129-1-000000-5100-0000-0000 | 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 |
| | | 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 |
| | | 510-5129-1-000000-5100-0000-0000 | 13,327.00 |
| | 08/30/96 | 510-5129-1-000000-5100-6200-0000 | 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 | | | |

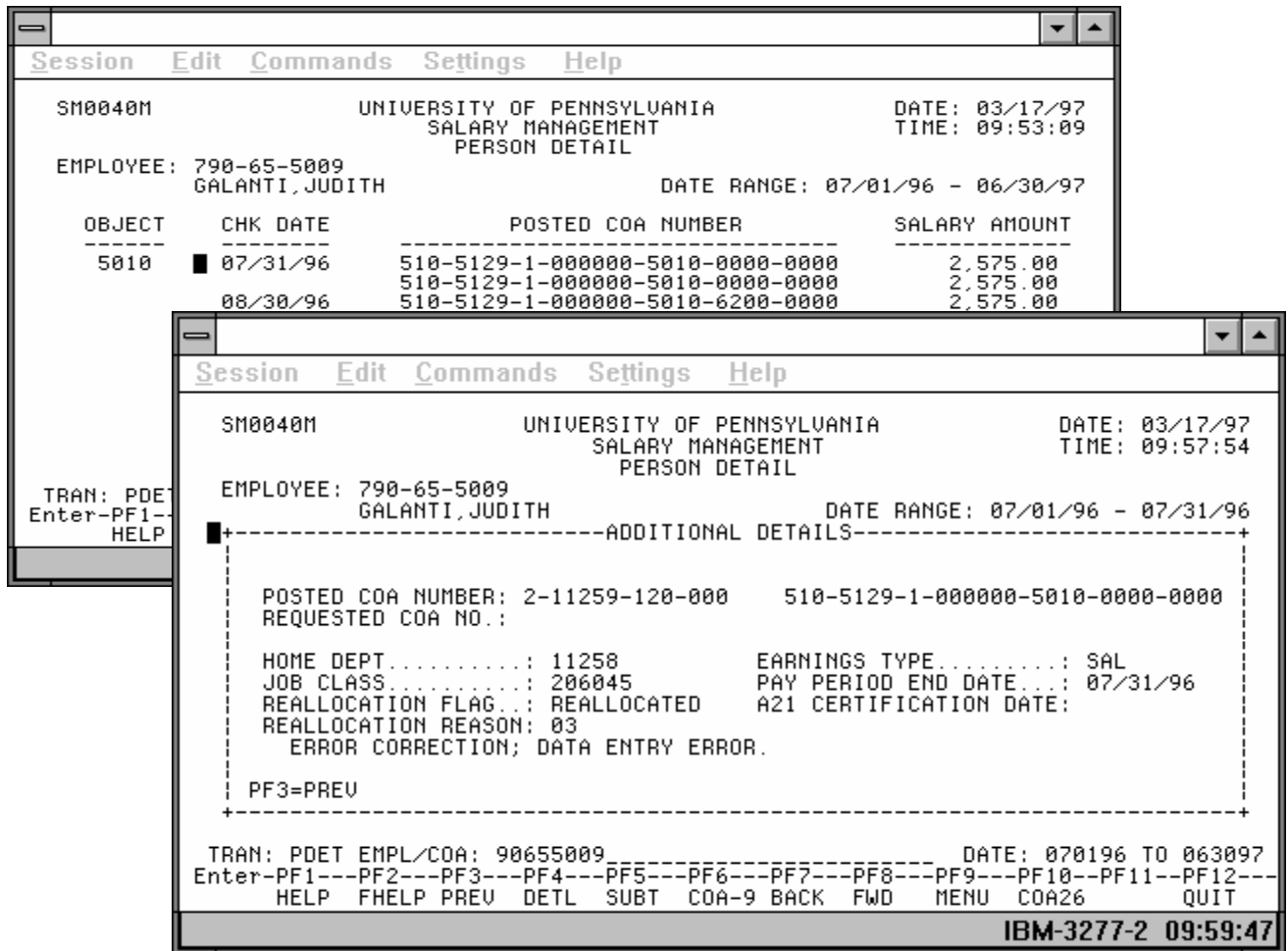
- Press **PF8** to scroll forward

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

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 EMTL/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, COLDINHERE | 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 | | | |

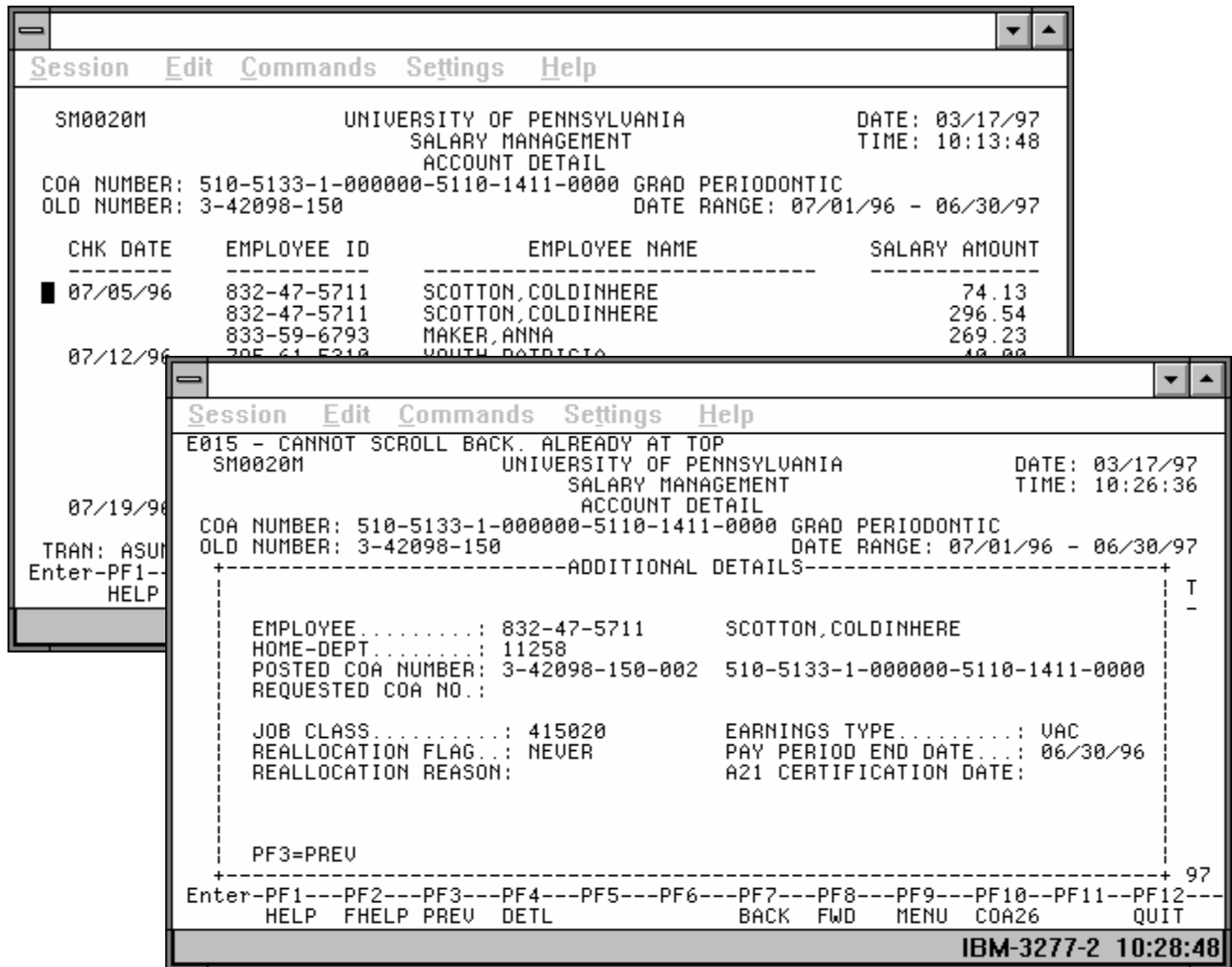
- Press **PF8** to scroll forward

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



The screenshot shows two overlapping terminal windows. The background window displays a table of employee records with columns for date, employee ID, name, and salary amount. The foreground window shows the 'ADDITIONAL DETAILS' for a selected employee, including their ID, name, COA numbers, job class, and reallocation status.

Background Window Data:

```

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      705-61-5210      WOUTH,PATRICIA          40.00
  
```

Foreground Window Data (ADDITIONAL DETAILS):

```

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

| 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          -----
2)  910 39 1454          RONDEL, JESSICA MELLISA
3)  -----
4)  -----
5)  -----
6)  -----
7)  -----
8)  -----
9)  -----
10) -----

TRAN: -----
ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10
      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  PREV          NSRCH

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

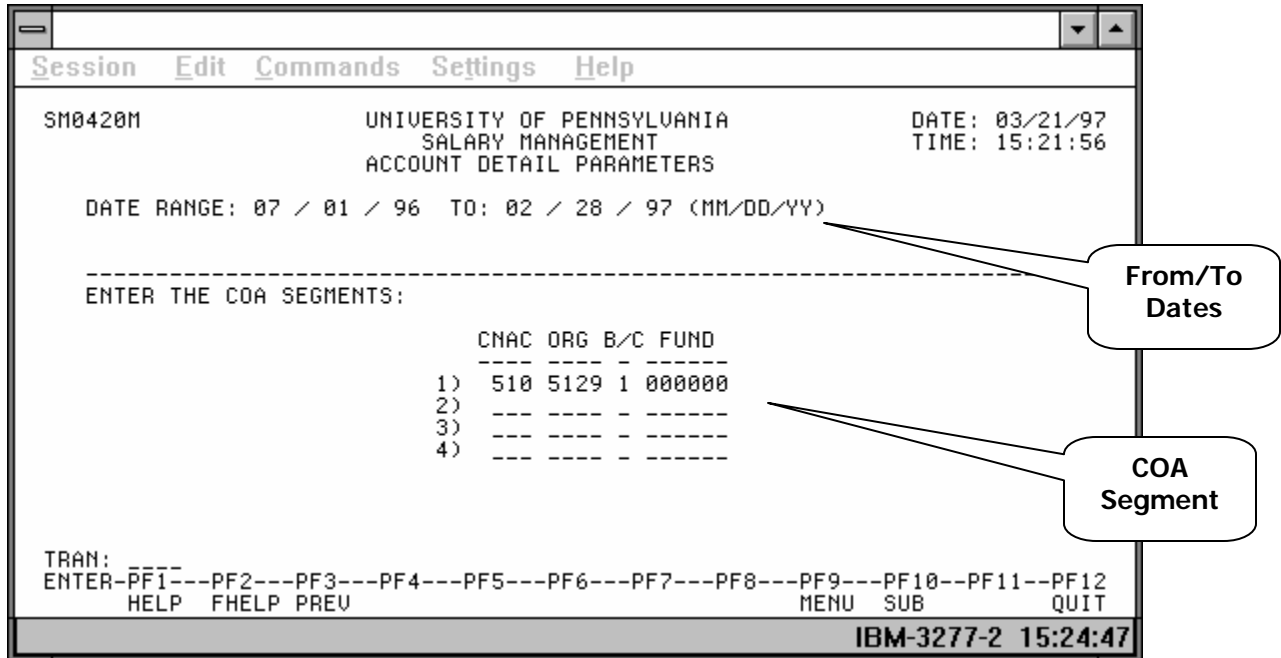
IBM-3277-2 10:51:59
  
```

- 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

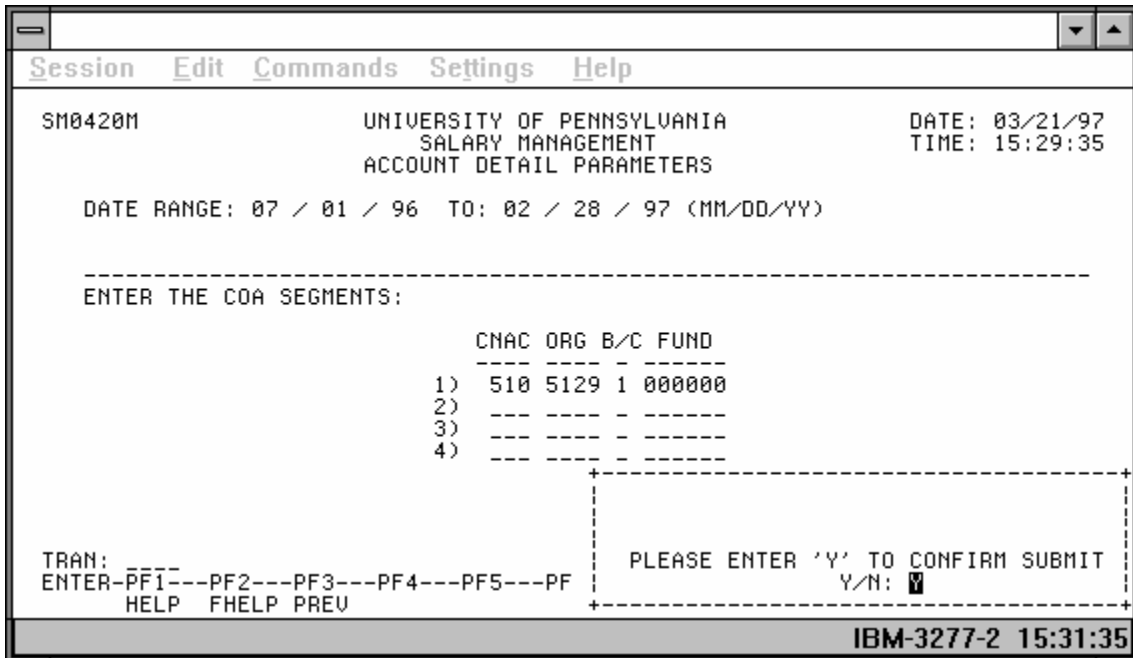
COA Segment

- 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



The screenshot shows a terminal window with the following content:

```

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)  __
-----  3)  _____  4)  _____
-----
A)
B)
C)
-----  4)  ---  5)  ---
-----  9)  ---  10)  ---
-----
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
-----+-----+-----+-----+-----+
SCHO  █  11219  HOSPITAL AFFAIRS - DENTAL
      11221  PROSTHESIS LAB                3)  __    4)  __
HOME  █  11258  ADMIN AFFAIRS DENTAL SCHOO
      11259  STUDENT AFFAIRS - DENTAL      3)  ____   4)  ____
      11329  CLINICAL RESEARCH CENTER
      11401  PEDODONTICS
A)    40159  DENTAL AUX UTILZ
B)    42096  CLINICAL AFFAIRS - DENTAL
C)    45126  DENTAL ASSISTANT
      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
-----
+-----+ SYLVANIA          DATE: 03/18/97
| SEL ERN DESCRIPTION | ENT              TIME: 15:23:02
+-----+ RAMETERS
| ALA AUTO & LIVING ALLOWANCE | / 31 / 96
| AWD AWARD                    |
| ■ BNS BONUS                    |
| CLL ON CALL DIFFERENTIAL    |
| DIS DISABILITY                |          2)  __   3)  __   4)  __
| ENA EX/NO CTY                 |
| ENB EX/NO RET                 |          2)  ____  3)  ____  4)  ____
| ENC EX/NO CTY/20%            |
| ENR EX/CITY/20%              |
| ESI EXTRA SERVICES ADD TO PAY |
| PF3=CANCEL  PF7=BKWRD  PF8=FRWRD |
+-----+ & 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  FHLP  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 (mmddy) - 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*** | | | SM0060N | |
| 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, 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

| 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 | |
| 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

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

PYS175M                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

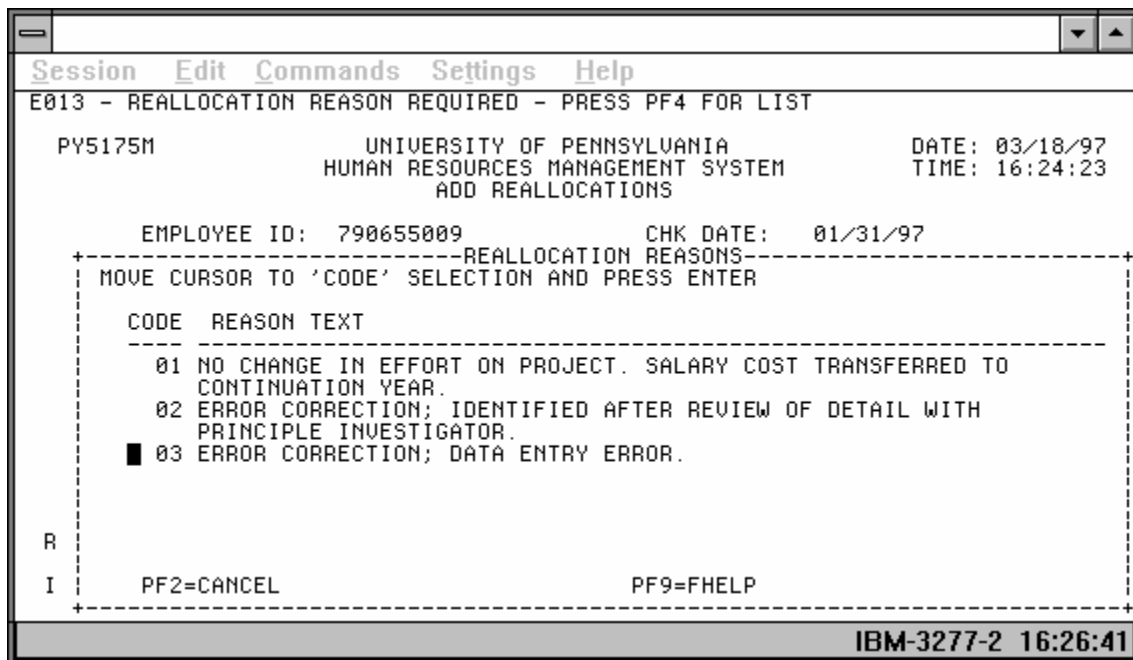
CNAC ORG B/C FUND  OBJ  PGM  REF  ACCT  SUB  POS  AMOUNT  +/-  EARN
===== = =====  ==  ==  ==  =====  ==  ==  =====  =  =====
320 3212 4 521460 5100 2000 0015 521460 100 002 7500.00 - ES2
510 5129 1 000000 5100 6200 0000 211259 100 000 3750.00_ + ES2
320 3212 4 521460 5100 2000 0015 521460 100 002 3750.00__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

PYS175M                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 TYPE
==== =====
320 3212 4 5214      500.00 - ES2
510 5129 1 0000      750.00 + ES2
320 3212 4 5214      750.00 + ES2
-----
.00 + ES2
.00 + ES2
.00 + ES2
.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

PYS175M                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 |

- 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

PYS180M                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 -
                510-5177-1-000000-5011-3410-4128  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 16:39:34

```

- 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: -----
PF2=CANCEL                PF6/9=HELP                DEPT: -----
                        PF11=DOWN  PF12=QUIT  CHK DATE: -----
                        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  0000000  5020  1411  0000  345150  145  002  1722.92  -   RMO
510  5177  1  0000000  5011  3410  4128  345127  120  002  722.92  +   RMO
510  5146  1  0000000  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
DATE: 03/18/97
TIME: 16:49:27
EMPLOYEE ID: 847210982
CHK DATE: 07/31/96
EMP TYPE: 1
  
```

```

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

| 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

PYS185M          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 +

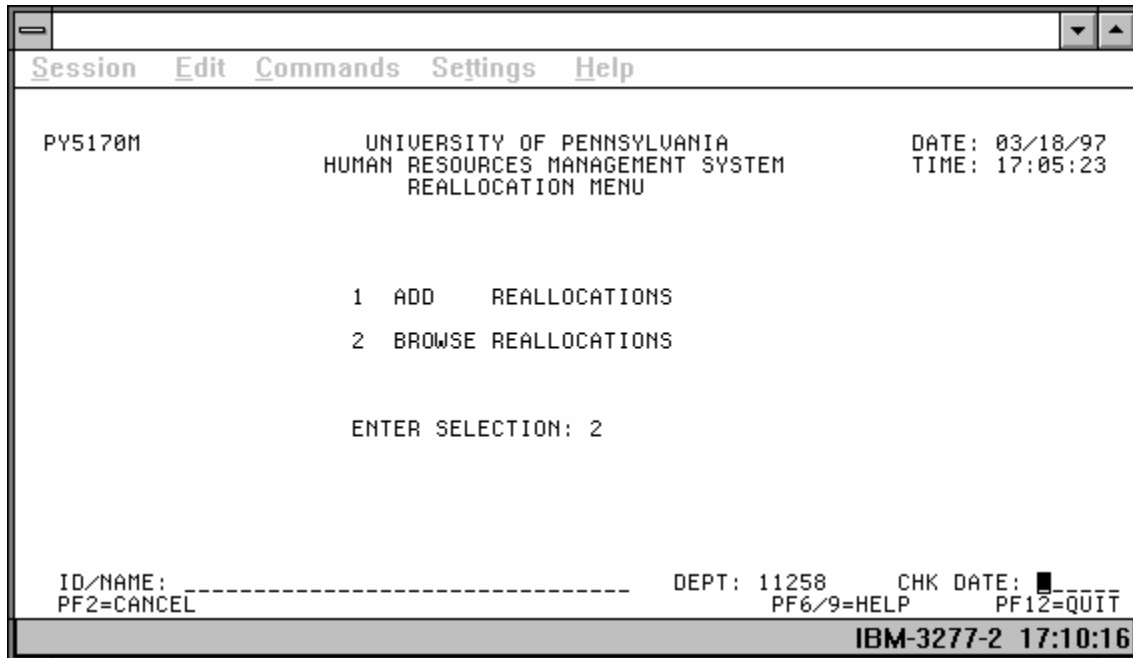
-  01/31/97    320-3212-4-521460-5100-2000-0015  521460-100-002  7500.00 -
                    510-5129-1-000000-5100-6200-0000  211259-100-000  3750.00 +
                    320-3212-4-521460-5100-2000-0015  521460-100-002  3750.00 +

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

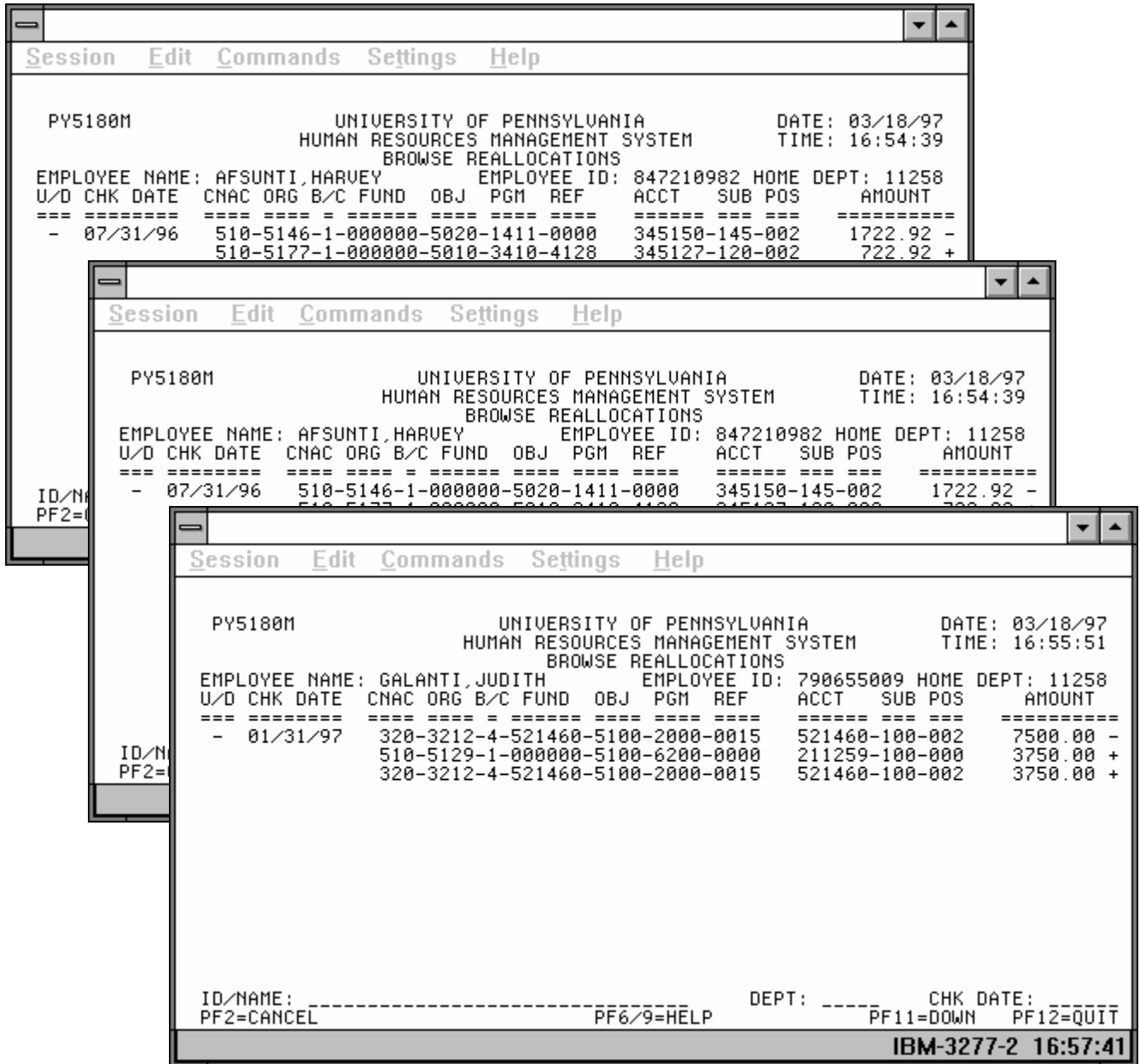
                  1 ADD REALLOCATIONS
                  2 BROWSE REALLOCATIONS

                  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 employee name is 'AFSUNTI, HARVEY' with ID '847210982' and department '11258'. The first window shows two reallocation records for 07/31/96. The second window shows the same records. The third window shows a different employee, 'GALANTI, JUDITH' with ID '790655009' and department '11258', and shows three reallocation records for 01/31/97. The bottom of the third window shows a control panel with fields for ID/NAME, DEPT, and CHK DATE, and function keys PF2=CANCEL, PF6/9=HELP, PF11=DOWN, and PF12=QUIT. The timestamp 'IBM-3277-2 16:57:41' is visible in the bottom right corner of the third window.

```

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

PYS180M                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 | <p>The manual, in it's entirely has the same look and is consistent with the format of all the other FTD User Guides.</p> <p>Web addresses have been updated to the current web address.</p> |