

Logon to the Payroll/Personnel (UMIS) System

Logon

- From the Hummingbird>Host Explorer>ivy.umis.upenn.edu launch
 - ☞ *See your LSP (Local Support Provider) for assistance with this access*
- Type **cicsupn**
- Press **[Enter]**
- Press **[Pause/Break]** to remove CICS banner screen
- Type **cssn**
- Press **[Enter]**
- At system prompt for LOGONID and PASSWORD, type your userid and password
 - ☞ *A 'P' number, e.g. P791234, and password will be provided by Data Administration in ISC once Payroll/Personnel training and a Logon Access Form are completed*
- Press **[Enter]**
- The system displays information about the session including a 'signon completed' message and the logon ID and name of the user
- Press **[Pause/Break]** to clear the screen
- Type **umis**
- Press **[Enter]**
- The system displays the UMIS Main Menu with 'PAYROLL' and 'SALMGMT' as options
- To access Payroll/Reallocation, type **PAYROLL**
- To access Salary Management, type **SALMGMT**
- Press **[Enter]**

Logoff

- At 'Interrupt', Type **SO [Enter]**
- Type **STOP [Enter]** (*Tip: Go here to move from PAYROLL TO SALMGMT*)
- Press **[F12]**