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 cicszupn
- 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]