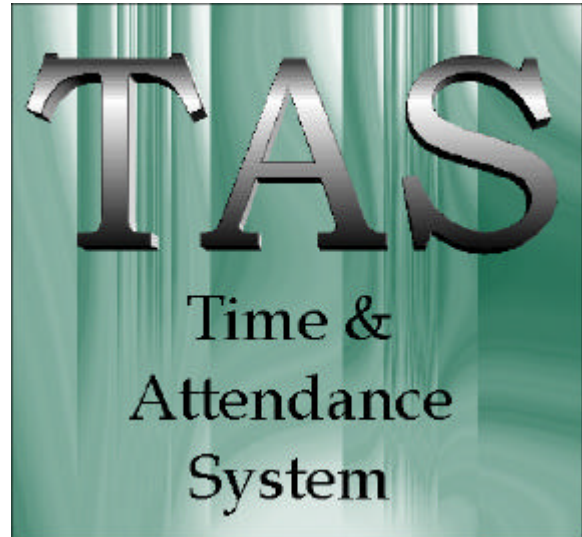

USER GUIDE

TIME & ATTENDANCE SYSTEM



B.O.S.S. Section
Revised August 1998

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The Time & Attendance System is used to record and report employee attendance and leave information. This information is supplied to the System through the entry of bi-weekly employee time sheet data. This information is also used to create payroll transactions that are transmitted to the Controller's Office by agencies using the MSA Payroll Interface.

The System runs on a VAX Cluster under the DEC Open/VMS Operating System. The System is interactive and minimally requires a DEC VT220 terminal or a PC with VT220 emulation software and a compatible printer. These devices are linked to the host computer through dedicated phone lines and modems or through wide area network connectivity.

The System is equipped to provide on-line file maintenance, inquiry and data entry as well as batch report processing. A variety of inquiries and reports are available for individual employees or for groups of employees. The System also has the ability to add, change or delete employee attendance information.

Employee attendance information kept by the System consists of all vacation time, sick time, personal leave time, overtime, worker's compensation time, compensatory time, holidays, etc. Employee attendance is entered from the Employee Time Sheet, a data collection form and turn-around document. This form is pre-printed before the start of each pay period and includes employee leave balances.

The System accounts for vacation, sick and personal leave earned time for each employee. The System also keeps track of the current balances of time available for each individual by each type of time.

The System automatically generates the standard scheduled time for employees. By requiring only entries for exceptions to the standard scheduled time, the data entry process is minimized. The System performs an automatic check during data entry to verify that the employee is entitled to any requested time off and rejects entries made without available time for the employee.

The System is additionally enhanced with several levels of security that allows access only to authorized users.

Employee Master File

- Contains a separate record for each employee with:
 1. Employee descriptive information; and
 2. Current available balances for leave time.
- Updated during time sheet data entry input and when using the Employee Master, Attendance and Time Earned File Maintenance options under the FILES menu.

Codes & Title File

- Contains a series of tables used for:
 1. Editing during data entry operations (codes validation).
 2. Controlling operations (rules).
 3. Descriptions of displays and reports.
- Updated using Codes & Title File Maintenance under the FILES menu.

Schedule File

- Contains pre-defined, standard, bi-weekly employee work schedules used to minimize the data entry for time sheet processing by using the following:
 1. The Employee Master File record carries only a Schedule ID Code, which may be changed when the time sheets are entered.
 2. The data entry operator identifies the employee by name or number and once identified, the employee's work schedule is automatically displayed.
 3. The operator then enters the exceptions to the work schedule, i.e., leave time taken, overtime worked, etc.
- Updated using Schedule File Maintenance under the FILES menu option.

Time Earned File

- Contains a record of time accrued by type for each employee including:
 1. Type of time earned.
 2. Date accrued.
 3. Hours accrued.
 4. Expiration date (if applicable).
 5. Employee Number.
 6. Available hours (if CE or HE).
- Updated during time sheet data entry and when using the Time Earned File Maintenance option.

Attendance File

- Contains the following:
 1. A record for all charge codes used for each day the employee worked or used leave (paid or unpaid).
 2. Most records are created and added automatically when employee's time sheet data is entered.
- Updated during time sheet data entry and when using the Attendance File Maintenance option.

Bargaining Unit File

- Contains the following:
 1. Collective Bargaining Unit personnel rules which are used to determine such things as leave accrual rates, etc.
- Updated with the Bargaining Unit File Maintenance option.

Balance File

- Contains the following:
 1. A record for each employee showing vacation and sick totals created by the archiving process.
 2. The date is one day less than the date of the archival, the totals are an accumulation of all sick and vacation time accrued to that date.
 3. A change to either will be reflected on the master balance and time sheets.

Employee Payroll File

- Contains the employee information necessary to generate ZT Transactions. Updated when using the Employee Payroll File Maintenance option.

Barg/Class Payroll File

- Contains information at a Bargaining Unit and/or Job Class level to generate ZT Transactions. Updated when using the Barg/Class Payroll File Maintenance option.

Payroll Codes File

- Contains information used by the System to generate ZT Transactions for agencies on payroll interface. Updated when using the Payroll Codes File Maintenance option.

Longevity File

Contains the information necessary to calculate, record and report longevity bonuses due your employees.

Time Sheet Pre-Printing

- A time sheet with Employee Number, pay period dates, leave balances and accrual rates is pre-printed on a bi-weekly basis for each employee.
- The employee fills in their time worked and leave taken (hours, time code, section and shift) on the time sheet during the pay period.

Time Sheet Processing

- At the end of each two-week pay period, a data entry operator enters time sheets into the System at a terminal.
- The data entry consists of the following information:
 1. Employee Number.
 2. Standard Schedule Code ID (displayed automatically to the data input operator).
- The operator is then required to enter only the exceptions to the employee's schedule (overtime worked, leave taken, etc.).
- As each exception to the schedule is entered, it is then edited. The following are examples of the edits that can be performed:
 1. Hours charged must *not* exceed the maximum hours available for one shift.
 2. Employee's job class must be allowed to use vacation.
 3. Employee must be eligible for vacation on date charged.
- If the pay period of the time sheet encompasses the first of the month, sick and vacation leave time are automatically accrued.
- If it includes the first of the year, PL time is also accrued and annual balances are reset to zero (FF, F, SF, etc.).
- Accruals will *not* occur when the employee has used more unpaid leave days than allowed for the month, or if the employee has reached maximum vacation days or is on an extended leave.
- A message is displayed when an employee is due for an increment in the number of hours to be accrued.
- Time sheet entry causes posting to the following data files:
 1. Employee Master File (updates available time balances).
 2. Attendance File (adds attendance records).
 3. Earned Time File (adds earned time records at the cross of months and maintains annual balances).

File Maintenance

- On-Line maintenance programs allow for additions, changes or deletions to any of the following major data files in the System:
 1. Employee Master File
 2. Time Earned File
 3. Codes and Title File
 4. Schedule File
 5. Bargaining Unit File
 6. Attendance File
 7. Employee Payroll File*
 8. Bargaining Unit/Job Class Payroll File*
 9. Payroll Codes File*
 10. Balance File
 11. Longevity File

*Used only with payroll interface.
- Most of the updating that occurs to the Employee Master File, Time Earned File and Attendance File is performed by and during the bi-weekly time sheet processing by the data entry operator. For these files, the maintenance options are used only for *exceptions, corrections* and the *adding* of new employees.
- The Codes and Title File, Schedule File and Bargaining Unit File *are maintained only with this facility*, as their function was designed to carry information that controls, validates, or contributes (such as report descriptions) to the time sheet data entry and reporting operations of the System. The user performs maintenance to these files *as changes to this data occur* — such as to bargaining unit rules when a new contract is negotiated.

Inquiry Functions

- The System provides many on-line inquiries for accessing and displaying data. The following files may be inquired and displayed with the appropriate file maintenance option:
 1. Codes and Title File
 2. Employee Master File
 3. Schedule File
 4. Bargaining Unit File
 5. Employee Payroll File
 6. Payroll Codes File
 7. Bargaining Unit/Job Class Payroll File
- For each individual employee, you may inquire for the following information:
 1. All earned time records.
 2. All attendance within a specified time range.

Security

- Security is built in at the menu level. Users are limited to the specific functions that correspond to their role in the Time & Attendance System and payroll processes.
- Each agency operates with its own account codes and its own files and each agency may only access its own files. In addition, system sign-on requires passwords, which are determined by the agency.
- An additional level of security is provided by the use of Log Files.

Archival



To provide an audit trail of activity, many transactions within the Time & Attendance System are logged behind the scenes.

- The B.O.S.S. System support team strongly recommends the periodical archival of all stored data for attendance and earned time.
- Archiving reduces operating cost by decreasing the amount of data stored and eliminating long sequential searches for some reports.
- A written request to the supervisor of the Time & Attendance System is required to archive your data.
- After the request is received, the Time & Attendance team will balance your account.
- Annual Attendance and Earned Reports will be produced for future reference to employees' previous attendance records.
- All archived records will be stored on tape and put in a vault for security.
- Any changes to attendance within this period will be noted on the employee's Annual Attendance Report.
- Any holiday or compensatory earned records with available time not expiring until after the cutoff date will not be stripped.
- Starting balance records for vacation and sick leave time will be created.
- If the employee's beginning balance of vacation or sick time is effected by these changes, the Balance File Maintenance option under the FILES menu can be used to update the previous beginning balance records.
- If necessary the information can be restored from tape.



These changes should be minimal, since the stripped attendance should be approximately one year old.

- The System produces a number of pre-defined reports that are initiated by a request from the user's terminal.
- Several reports offer the option of collecting and merging data from multiple agency or facility files within a department.
- All of the Systems' reports can be displayed on the user's terminal and/or printed on a printer (except for the Annual Attendance Report).
- A brief description of some of these reports follow:

Employees Without Time Sheets (MH2005)

- Scans the Employee Master and Attendance Files and lists all employees who do not have attendance records for any two-week pay period.

Holiday and Compensatory Time Expiring (MH2010)

- Reads the Employee Master and Time Earned Files and lists employees whose holiday (HE) and compensatory (CE) earned time records have available hours greater than zero and expiration dates falling within a two-week pay period.

Overtime Report (MH2011)

- Reads the Employee Master and Attendance Files and lists the total number of hours of overtime charged to straight overtime, mandated overtime, overtime in-charge and mandated overtime in-charge for a particular date reporting range (usually a two-week period).

Available Time for Employees (MH2012)

- Reads the Employee Master and Time Earned Files and lists the totals of available accrued time by type, for each employee, as of the time the report was run.

Employee Time Off Review (MH2013)

- Reads the Employee Master and Attendance Files and lists the date, charge code (if other than sick), hours taken off and occasions by each employee within a specified date range.

Quarterly Attendance Review (MH2014)

- Scans the Employee Master and Attendance Files for the date range entered and then lists the total seven-hour days that each employee has charged to the following:
 - Medical appointments
 - Sick family or other sick leave
 - Funeral or family funeral
 - Authorized leave without pay; or
 - Unauthorized leave without pay for a three-month period (a date range is entered at report request time)

Employee Attendance Record (MH2015)

- Reads the Employee Master, Attendance and Time Earned Files and lists the hours and codes charged each day during any month for each employee.

Worker's Compensation (MH2016)

- Scans the Employee Master and Attendance Files and lists all employees on worker's compensation for the date range entered (one or all employees may be selected for this report).

Leave of Absence for Longevity/Seniority (MH2017)

- Reads the Employee Master and Attendance Files and lists employees on unpaid leave for the date range entered.

Annual Report of Sick and Special Leave (MH2018)

- Reads the Employee Master and Attendance Files and lists the average number of seven-hour day employees in each Bargaining Unit and the total number of seven-hour days charged to paid sick leave by those employees within a specified date range (a date range is entered at report request time).

Annual Attendance Report (MH2025)

- Reads the Employee Attendance and Earned Files and lists in hours (on two pages) all or requested employee's attendance for twelve months.

Payroll Exception Reports

- Details the attendance for the pay period and lists other earnings and overrides generated from attendance.

Employee Pay Report

- Generates a list of all the employees in the Employee Pay File by last name.

Barg/Unit Job Class Pay Report

- Generates a printed report of all the Bargaining Units and Job Classes and their associated values in the Bargaining Unit/Job Class Payroll File.

ZtPay Audit Report

- Generates a report of all other earnings and overrides created from the data entry of attendance for the current pay period.

Time Sheet Adjustment Report

- Used for changing attendance after the payroll has been closed.

GAAP Report

- The GAAP Report lists by fund and/or employee name sequence compensated balances available for employees.

OSHA 200S Report

- Produces a grand total of the hours worked within a date range.

Annual Attendance History Report

- Lists attendance and earned information similar to the Annual Attendance Report (MH2025).

Longevity Report

- Produces three separate reports detailing longevity information.

Longevity Forecast Report

- Produces a forecast of the next six longevity cycles.

Longevity History Analysis

- Produces a report of longevity balances.

Earned File Report (EARN1)

- Used to look at all earned file records for an individual employee, multiple employees, employees of an entire Section, or all employees in the Employee Master File.

Employee Attendance Report (ATTRPT)

- This modification of Report MH2015 is used to obtain a quick listing of an employee's time for a month or a number of months.

Overtime by Bargaining Unit (OVERTI)

- Lists employee overtime within the entered date range (usually a pay period) by Bargaining Unit.

Employee Accrual Increment Date Review (FLGINC)

- Lists employees whose increment date is prior to the current date and compiles a list by bargaining unit on full-time personnel.

Attendance Hours for Temporary Employees (TMPEMP)

- Generates a report of total hours worked for temporary employees based on the requested report dates.

Employee Leave In Working Test Period (WORKTE)

- Lists employees who took leave time during their working test period.

Employees with Perfect Attendance (PERFEC)

- Lists employee name and number for employees without sick attendance.

Employee Overtime by Section (EMPOT) or (OMQRPT) ← Used by DOC only.

- Lists employee overtime by section and employee last name.

Sick and Worker's Comp by Section/Bargaining Unit (SWCSEC)

- Produces a list of employee sick hours, worker's compensation hours, sick leave hours and vacation hours for a selected date range.

Datatrieve Reports

- In addition to the reports available through menu selections, the System provides the user with a library of *pre-defined* reports that can be used.

SYSTEM OVERVIEW - MSA PAYROLL INTERFACE

- The interface with MSA Payroll creates and inputs to (MSA) the exceptions to an employee's autopay generated by attendance and processes overtime in compliance with The Fair Labor Standards Act (FLSA).
- The employee's attendance is entered into the Time & Attendance System from the employee time sheets.
- After entering all employees' time sheets, the payroll interface creates the other earnings records from the attendance entered and then calculates the FLSA adjustment.
- An Error Report that lists employees not processed is produced and the entry of their pay records are processed through an on line file maintenance option.
- The payroll interface also produces a Payroll Exception Report of all other earnings and overrides.
- Corrections that are needed are entered through the ZT File Maintenance option under the Payroll Menu.
- The other earnings and overrides for the payroll are then transmitted via a direct line to MSA payroll. From this point on payroll processing continues as usual.
- On-line maintenance programs allow additions, changes or deletions of data in the following payroll interface files:
 1. Employee Payroll File
 2. Bargaining Unit Pay File
 3. Payroll Codes File
 4. ZT Transaction File
- The MSA Payroll Interface produces the following reports:
 1. Other Earnings Exception Report
 2. Fair Labor Standards Act Worksheet
 3. Audit Report

- Each agency using the Time & Attendance System will have different options when they log on.

Logging On to the System

- For PC users only use the following step:
 1. From your menu or your Windows desktop, select the B.O.S.S. option or icon used by your agency to access the Time & Attendance System.
- For non PC users use the following steps:
 1. Press <ENTER> to get the BOSS> prompt.
 2. Type 'C' (connect command to get on to the VAX System) and then press <ENTER> again.
- The following steps can then be followed by all users:
 1. The System will ask for your USERNAME. Type your assigned user name and then press <ENTER>.
 2. The System will then ask for your PASSWORD. Type your password and then press <ENTER> (*for security reasons your password does not appear on the screen*).
 3. The System will then have a dollar sign (\$) prompt indicating that you are now logged onto the VAX System.
 4. To bring up the Time & Attendance Main Menu bar, type TAS and then press <ENTER>.



You can change your password as often as you like. The VAX System, however, *requires* that you change your password every six months. In addition, the System does not allow a password to be repeated, so each new password used must be unique.

- Some users will have a menu similar to the one shown below:

```
Please select one of the following regions:

      1) BRS Central Office
      2) Central Office
      3) Common Files Directory
      4) Eastern Region
      5) North Central Region
      6) North West Region
      7) South Central Region
      8) South West Region

Please enter a number between 1 and 8:
```

- Select the appropriate region to activate from the choices on your menu.

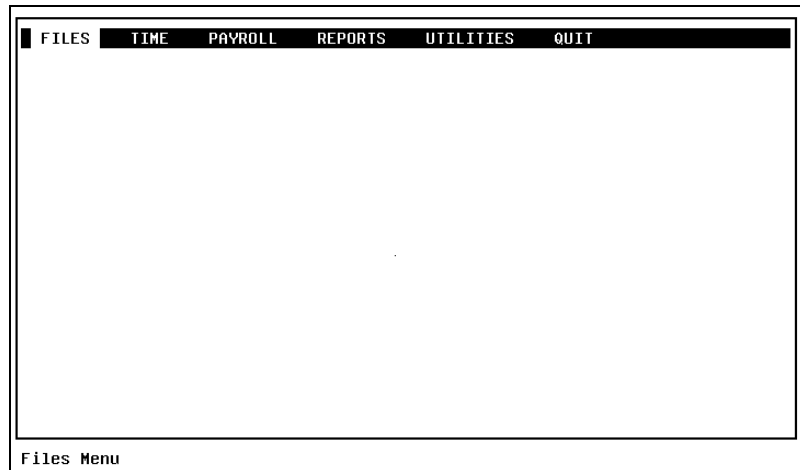
Signing Off the System

- To exit the Time & Attendance System, choose the QUIT option from the Main Menu bar.
- You will then have the choice of either exiting to the System (\$) prompt, or logging off the System altogether.
 - To exit the System at the (\$) prompt, type LOG and then press <ENTER>.
- You will then be at the BOSS> prompt and successfully logged off the VAX System.

- The following Main Menu bar will appear on your screen after you log-on:



Some of the menu options shown here may not be available to all users.



- Use the Right or the Left Arrow key to move between the selections on the Main Menu bar.

FILES MENU

- The Files Menu drops down allowing you to choose options to maintain the data files in the System. The following options are available under this menu:
 1. Employee Master File Maintenance
 2. Codes and Title File Maintenance
 3. Schedule File Maintenance
 4. Time Earned File Maintenance
 5. Bargaining Unit File Maintenance
 6. Employee Payroll File Maintenance
 7. Barg/Class Payroll File Maintenance
 8. Payroll Codes File Maintenance
 9. Balance File Maintenance
 10. Longevity File Maintenance
 11. Salsplit File Maintenance
 12. Employee Balance Inquiry

TIME MENU

- The Time Menu drops down allowing you to choose the option to make time card entries. The following option is available under this menu:
 1. Time Sheet Data Entry

PAYROLL MENU

- The Payroll Menu drops down so you can choose options for maintaining your payroll (*some options are available for MSA Payroll Interface users only*). The following options are available under this menu item:
 1. Close Payperiod
 2. ZtPay File Maintenance
 3. Multiple Employee ZtPay Entry
 4. Transmit Payroll

REPORTS MENU

- The Reports Menu drops down so you can choose pre-defined reports to run. The following reports or options are available under this menu:
 1. Reports Menu (brings up another list of reports to select from).
 2. Payroll Exceptions Reports
 3. Employee Pay Report
 4. Barg Unit/Job Class Pay Report
 5. ZtPay Audit Report
 6. Time Sheet Adjustment Report
 7. FLSA Pay Computation Report
 8. FLSA Status K Pay Computation Report
 9. GAAP Report
 10. OSHA 200S Report
 11. Annual Attendance History
 12. Longevity Report
 13. Longevity Forecast Report
 14. Longevity History Analysis
 15. Report Print

UTILITIES MENU

- The Utilities Menu can be set up for you to be able to download reports and data to your PC and then retrieve the data in another program such as MS Access, etc. The following options are available under the Utilities Menu:
 1. Extract/Download
 2. Extract Employees
 3. Convert Days/Hours
 4. Update Barg/Emp
 5. Update Schedules

QUIT

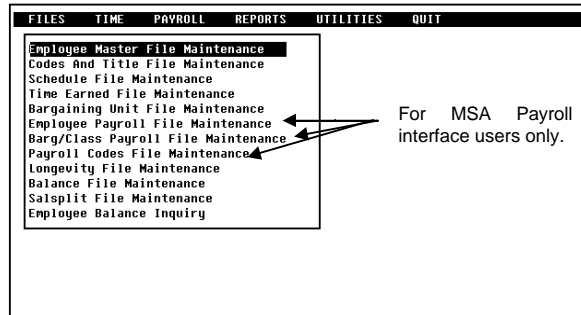
- The Quit Menu drops down giving you the option to either return to the System prompt or to log off the System. The following options are available under this menu:
 1. Exit to the System (\$) prompt; OR
 2. Log-Off

The FILES Menu gives you a selection of maintenance functions that can be performed on all files (records) in the System.

Select the FILES option from the Main Menu bar to see a list of files in the System and to select a maintenance function. The following appears on your screen:



Some of the menu options shown here may not be available to all users.



Files Menu

Select the file you would like to work on using either of the following methods:

1. Press the Up or Down Arrow key to reach the desired option and then press <ENTER>;
OR
2. Press the first letter of the selection, i.e., 'E' for Employee Master File Maintenance and then press <ENTER>.

The System is designed to use special function keys to speed up the entry of data. Each menu option has a table of special function keys applicable to that option.

EMPLOYEE MASTER FILE MAINTENANCE

- The Employee Master File contains personnel information for each employee. This information is maintained by data entry by each agency using the Time & Attendance System. Some of the data in each record provides descriptive information about the employee. The System also uses additional data in each record for other System operations.

The Employee Master File also contains up-to-date balances for sick leave, vacation leave and personal leave.

These 'balances' can not be modified using the Employee Master File Maintenance option, but can be adjusted using either of the following processes:

1. The Change option under Time Earned File Maintenance option under the TIME Menu on the Main Menu bar;
OR
 2. The Time Sheet Data Entry option under the TIME Menu.
- All other fields can be adjusted using the Employee Master File Maintenance option.

The System is designed to use the following special function keys when using this menu option:

Special Function Keys

KEY	FUNCTION
CTRL^Z or F10	Exit or quit.
RETURN (ENTER) ↵	Processes new or changed values that have been entered.
TAB or ⬅	Moves from field to field and leaves the contents of the field the same.
DOWN ARROW ➡	
UP ARROW ⬇	Positions the cursor at the prompt to change to Screen 2 of the employee record.
RIGHT ARROW ➔	Moves the cursor one position to the right (<i>at the end of the field, cursor will move to the next field on the right</i>).
LEFT ARROW ⬅	Moves the cursor one position to the left (<i>does not move to previous field to the left</i>).
BACKSPACE ⬅	Deletes error messages and returns you to the field where the error occurred. When not at an error message, will move the cursor one position to the left (<i>will not go to previous field</i>).
BACKSLASH or F12 \	Moves backward between the fields.

TO USE THIS OPTION:

Select FILES from the Main Menu bar for a list of options. Then select the Employee Master File Maintenance option. The following appears on your screen:

```
EMPLOYEE MASTER FILE INFORMATION

ADD, CHANGE, INQUIRE OR END : █ (A,C,I, OR E)
```

ADD OPTION

To add a new employee record to the Master File use the following steps:

1. Type in 'A' and then <ENTER>. The following appears on your screen:

SCREEN 1 OF 2

```
EMPLOYEE MASTER FILE ADD OPTION

EMP NO: _____ LAST NAME: _____ FIRST NAME: _____ MI: _
AVAIL VACATION: 0.0000 AVAIL SICK: 0.0000 AVAIL P/L: 0.00
SICK DENIED: _
VAC RATE INC DATE: _____ VAC ELIG DATE: _____
VAC ACC RATE: _ SICK ACC RATE: _
DAYS IN WEEK: 0 BI-WEEKLY HRS: 0.00 SECTION: _
TYPE APPT : _ TYPE EMPLOY: _ POS CTL NO : _
BARG UNIT : _ POS CLS CDE: _____ OT ELIG: _ HOL
CLASS APPT DATE: _____ WORK TEST EXPDT: _____ D.O.B. _____
STATE HIRE DATE: _____ EMPLOY TERM DATE: _____ S.S.N. ____-__-__
SCHED: _ ( ) SHIFT: _ HOL.PROC: _
AGCY FUND SID OBJECT FUNC ACTIVITY EXTENSION DISTR. ACCT
Acct Code: _____ _ (Y or N)
```

The three fields on this line *cannot* be added or modified using this program.

Y or N



See the 'Description of Fields' beginning on Page 9.

The following fields *cannot* be added with this menu option:

- AVAIL VACATION:
- AVAIL SICK:
- AVAIL P/L:

2. Type in your data and your screen will look similar to the following:



Some fields are required and some are optional. The System will not let you move to the next field if a required field is left blank or the data entered is not in the proper format.

```
EMPLOYEE MASTER FILE ADD OPTION
EMP NO: 987678 LAST NAME: HARDY_____ FIRST NAME: THOMAS___ MI: _
AVAIL VACATION: 0.0000 AVAIL SICK: 0.0000 AVAIL P/L: 0.00
SICK DENIED: N
VAC RATE INC DATE: 01/01/1998 VAC ELIG DATE: 01/01/1998 PL ELIG DATE: 01/01/1998
VAC ACC RATE: 02 SICK ACC RATE: 02
DAYS IN WEEK: 5 BI-WEEKLY HRS: 70.00 SECTION: 006 PHONE: 000-0000
TYPE APPT : 01 TYPE EMPLOY: 1 POS CTL NO : 0000-000006
BARG UNIT : 08 POS CLS CDE: 2259 DT ELIG: Y HOLIDAY REQ: Y SHIFT DIFF: Y
CLASS APPT DATE: 07/01/1998 WORK TEST EXPDT: _____ D.O.B. 03/24/1971
STATE HIRE DATE: 06/07/1996 EMPLOY TERM DATE: _____ S.S.N. 044-45-6789
SCHED: 001 ( ) SHIFT: 1 HOL.PROC: H
AGCY FUND SID OBJECT FUNC ACTIVITY EXTENSION DISTR. ACCT
Acct Code: 8051 0000 001 00 000 0000 000000000 00000000 _ (Y or N)
CONTINUE ONTO SCREEN 2 OF EMPLOYEE RECORD (Y or N) █
```

Your cursor will be positioned at the following prompt:

CONTINUE ONTO SCREEN 2 OF EMPLOYEE RECORD? (Y or N)

3. Type in 'Y' and then <ENTER> and you will go on to Screen 2.
4. Type in 'N' and then <ENTER> and the following prompt will be on your screen:

CONFIRM ADD (Y or N)

5. Type in 'Y' to add the employee to the System. The following message will be at the bottom of your screen:

RECORD ADDED, PRESS RETURN TO CONTINUE

6. To continue to add additional data or to change the data already entered on Screen 1, use the backslash key (\) or F12.
7. Type in 'N' or F10 to not add the record at the Confirm Add prompt. The following message will be at the bottom of your screen:

RECORD NOT ADDED, PRESS RETURN TO CONTINUE

8. Press <ENTER> after typing in 'N' and you will be returned to the ADD, CHANGE, INQUIRE or END prompt. All data entered in the record will be lost and will have to be re-keyed.



All data entered in the record will be lost and have to be re-keyed.



Screen 2 is used to initially add startup balances for an employee transferred from an agency *not* using the Time & Attendance System.

Once you have changed over to Screen 2, you *cannot* return to Screen 1 to make changes. You can, however, complete the ADD process and then use the CHANGE option to make corrections to the record.

Entries in Screen 2 are only necessary when new employees are being added to your agency from another agency (not on the Time & Attendance System), and as such, may have transfer information, i.e., unpaid leave balances, worker's compensation start date, family sick days already taken this year, etc.

SCREEN 2 OF 2



Once the employee has been established on The Time & Attendance System, the fields in Screen 2 are automatically updated by the System.

```
EMPLOYEE MASTER FILE ADD OPTION
EMP NO: 987678 LAST NAME: HARDY_____ FIRST NAME: THOMAS___ MI: _
FF OCC START DATE: █_____ FF OCC DAYS: 0.00 OTH FUNERAL DAYS: 0.00
BL OCC START DATE: _____ BL OCC DAYS: 0.00 FAMILY SICK DAYS: 0.00
LEAVE START DATE: _____ LEAVE CODE: ___ ACTIVE OCCASION : _
MANDATED OT OCC : 0 WAR SERVICE CODE: _ YRS ___ MTHS ___ DAYS ___
MONTHLY UNPD DAYS: 0.00 EEOPER FUNC: ___ EEOPER ACT: ___
CONFIRM ADD (Y or N) _
```

Use the following steps to enter information on Screen 2:

1. Type in all the optional data on the second screen and then use the Up Arrow key to position the cursor at the following prompt:

CONFIRM ADD (Y or N)

2. Type in 'Y' to add the employee to the System. The following message will be at the bottom of your screen:

RECORD ADDED, PRESS RETURN TO CONTINUE

3. Type in 'N' or F10 to not add the record. The following message will be at the bottom of your screen:

RECORD NOT ADDED, PRESS RETURN TO CONTINUE

4. By pressing <ENTER> after typing in 'N' you will be returned to the ADD, CHANGE, INQUIRE or END prompt. All data entered in the record will be lost and will have to be re-keyed.

CHANGE AND INQUIRE OPTIONS

When either the CHANGE or INQUIRE option is selected, the following will appear on your screen and the cursor will be positioned at the ENTER KEY <1> field.

Your cursor will be here.

EMPLOYEE MASTER FILE INFORMATION

1 = EMPLOYEE NUMBER
2 = LAST NAME
E = END

ENTER KEY<1>:

NAME : _____ EMP NO: _____

IS THIS THE EMPLOYEE (Y OR N):

The System can search for employees by last name or by employee number.

Search by Employee Number:

To search for an employee by employee number use the following steps:

1. Type in '1' and then <ENTER> or just <ENTER> to use an employee number to retrieve the employee record. The cursor will then position at the EMPLOYEE NUMBER prompt.
2. Type in the employee number of the record you wish to change or inquire about. The cursor will automatically go to the following prompt:

IS THIS THE EMPLOYEE (Y or N)

3. Type in 'Y' and the first screen of the Employee Master File is displayed with pre-filled data for the selected employee. (For an example of this screen, see the ADD option on Page 4.)
4. By typing in 'N' the cursor positions back at the ENTER KEY <1> prompt so you can re-enter the employee number.

Search by Employee Name:

To search for an employee by last name use the following steps:


1. Type in '2' and then <ENTER>. The cursor will then position at the NAME prompt.
2. Type in the first letters of the last name and then <ENTER> to search the System for an employee whose name begins with the letters entered. Your screen then displays the first matching employee with the number filled in and the cursor at the following prompt:

IS THIS THE EMPLOYEE (Y or N)

3. Type in 'Y' and the first screen of the Employee Master File is displayed with the data pre-filled for the selected employee. (For an example of this screen, see the ADD option on Page 4.)
4. Type in 'N' and the next record on file (in alphabetical sequence) will be displayed.
5. Type in CTRL^Z or F10 and you will exit the program. Use the *backslash* key to return to the ENTER KEY <1> line.

CHANGE OPTION

To change employee information in the Employee Master file use the following steps:

 The employee number cannot be changed. It is the KEY to the record.

1. Type in 'C' and then <ENTER> the cursor will then position at the first field at the top of your screen *excluding the employee number field*. The information from the Employee Master File is displayed on your screen.
2. Make the necessary changes to the fields using the Up Arrow key to place the cursor at the following prompt:

CONTINUE ONTO SCREEN 2 OF EMPLOYEE RECORD (Y or N)

3. Type in a 'Y' just as in the ADD option. You will be brought back to the second screen. By typing in an 'N', you will be prompted for the CONFIRM CHANGE (Y or N) option.

INQUIRE OPTION

To inquire only for employee information in the Employee Master file use the following steps:

1. Type in the letter 'I' and then <ENTER> to inquire only (not to make any changes) to an employee record.
2. Type in the information asked for (see options above), and the information from the Employee Master File will be displayed on your screen. The cursor will then position at the bottom of your screen and the following message is displayed:

FOR ADDITIONAL EMPLOYEE INFORMATION ENTER Y ELSE N

3. Type in 'Y' and Screen 2 (see Page 6) of employee information will display along with the following prompt:

PRESS RETURN TO CONTINUE

4. Press <ENTER> and you will be brought back to the ADD, CHANGE, INQUIRE or END prompt.

Description of Fields

FIELD	DESCRIPTION
EMP NO	Employee Number.
LAST NAME	Employee Last Name.
FIRST NAME	Employee First Name.
MID INIT	Employee Middle Initial.
AVAIL VACATION	*Available vacation hours.
AVAIL SICK	*Available sick hours.
AVAIL P/L	*Available Personal Leave hours.
	<i>Note:*</i> <i>These three categories can only be modified using the 'Change' option in Time Earned File Maintenance, or by using the 'Time Sheet Data Entry' option under the TIME Menu.</i>
SICK DENIED	Type in 'Y' if the employee has been abusing sick time and has had the privilege of it withdrawn otherwise type in 'N'.
VAC RATE INC DATE	Type in the next date the employee will be eligible for an increase in vacation accrual. Example: An employee hired on June 1, 1992 would be accruing one vacation day per month. On June 1, 1997 (5 years later), the employee will start accruing 1-1/4 days per month. Therefore, in this example, June 1, 1997, would be the VAC RATE INC DATE .
VAC ELIG DATE	Type in the date the employee will be eligible to use vacation time. This is used when an employee is on a working test period. If the employee is already eligible to use leave time, type in the current date.
PL ELIG DATE	Type in the date that employee will be eligible to use PL time. This is also used when an employee is on a working test period. If the employee is already eligible to use leave time, type in the current date.
VAC ACC RATE	Type in the code from the Bargaining Unit File (<i>leave rates 01-10</i>), to indicate the number of vacation days a full-time employee accrues annually.
SICK ACC RATE	Type in the code from the Bargaining Unit File (<i>leave rates 01-10</i>), to indicate the number of sick days a full-time employee accrues annually.
DAYS IN WEEK	Type in the number of days the employee works in one week. This information is used to determine if an employee is eligible for PL accrual as well as to determine if the employee can take PL time.
BI-WEEKLY HRS	Type in the number of regular hours the employee works in one pay period. This field is used to determine prorated or full-time accruals.
SECTION	Type in the three-digit section code that is sometimes used as an employee location code. <i>This code needs to be defined by your department.</i>
PHONE	Type in the employee's phone numbers (<i>optional</i>).
TYPE APT*	*Refer to the Automated Personnel System for description of these codes.
TYPE EMPLOYEE	Type in the one-character number or letter that corresponds to the Type for the employee using any of the following valid entries: 1 or F - for Full Time. 2 or P - for Part Time (more than 20 hour). 3 or D - for Part Time (less than 20 hour). 4 or I - for Intermittent.

Description of Fields (con't)

FIELD	DESCRIPTION
POS CTL NO	Type in a ten-character (alpha/numeric) position control number. This number identifies the employee's position and location.
BARG UNIT	Type in a two-digit valid bargaining unit code (<i>must be listed in the Bargaining Unit File</i>).
POS CLS CDE	Type in a four-digit position class code (<i>most often referred to as a job class code</i>).
OT ELIG	If an employee is eligible for overtime type in 'Y', otherwise type in 'N'.
HOLIDAY REQ	If an employee is required to work holidays, type in 'Y', otherwise type in 'N' (<i>only an entry of 'Y' will generate holiday payment ZT transactions</i>).
SHIFT DIFF	If employee is eligible for shift differential pay, type in 'Y', otherwise type in 'N'.
CLASS APPT DATE	Type in the date the employee was appointed to the present job class.
WORK TEST EXPDT	Type in the date that will end the employee's working test period.
D.O.B.	Type in the employee's date of birth (<i>optional</i>).
STATE HIRE DATE	Type in the date the employee was hired into state service.
EMPLY TERM DATE	Type in the date the employee terminated your agency/facility.
S.S.N.	Type in the employee's Social Security Number (<i>optional</i>).
SCHED	Type in the schedule code for the schedule the employee is currently working. This code needs to be defined by your department and once defined, allows the System to <i>pre-fill</i> the time sheet data entry screen.
SHIFT	Type in '1', '2' or '3'.
HOL PROC	Automated Holiday Attendance Code will be 'H' on the date the holiday is observed or use the following: H – Employee is not required to work holidays. P – Employee is required to work and has requested pay. C – Employee is required to work and has requested comp time. O – Other, or, no current automated holiday processing code.
ACCOUNT CODE INFORMATION	
AGENCY	Type in the four-digit agency code.
FUND	Type in the four-digit fund the employee most often works out of.
SID	Type in the three-digit SID the employee most often works out of.
OBJECT	Type in the two-digit major and three-digit minor code.
FUNC	Type in the four-digit function code.
ACTIVITY	Type in the nine-digit activity code.
EXTENSION	Type in the seven-digit Automated Budget System Extension (A.B.S.) code (<i>optional</i>).
% SPLIT	Y = % Splits are used N = N/A.
<p><i>Note: For users with S.A.A.S. accounts, account code data entry is defined by your business office. Additional features have been added to the B.O.S.S. Time & Attendance System to speed up (or under some circumstances, bypass in whole or in part) the data entry of the account code information. In addition, the updating of the employee's account code information (as well as the schedule and section codes) can be done during the data entry of employee time sheets. Please contact B.O.S.S. for any additional information or with any request to change the existing method of capturing account codes.</i></p>	

SCREEN 2

This screen is used to initially add an employee that has been transferred to your agency who was not previously on the Time & Attendance System.

Once the employee has been established on the Time & Attendance System, the fields on the second screen are *automatically* updated by the System.

Description of Fields

FIELD	DESCRIPTION
FF OCC START DATE	If employee is currently using family funeral sick leave, type in date leaves started, otherwise leave blank.
FF OCC HOURS	If employee is currently using family funeral sick leave, type in the total hours the employee has charged to the occasion (<i>hours based on 100</i>).
OTHER FUNERAL HRS	Type in the total number of hours the employee has charged to this type of sick leave since January 1st.
BL OCC START DATE	If employee is currently using baby leave sick time, type in the date the leave started.
BL OCC HOURS	If employee is currently using baby leave sick time, type in the total hours the employee has charged to the occasion (<i>hours based on 100</i>).
FAMILY SICK HOURS	Type in total number of hours the employee has charged to this type of sick leave since January 1st.
LEAVE START DT	If employee is currently charging leave time, type in the date it started, otherwise leave blank.
LEAVE CODE	If employee is currently charging time to Worker's Compensation, type in any of the following valid codes: WCP, WC, CD, or WLS.
ACTIVE OCCASION	If employee is presently on sick leave, put a 'Y' in this field, otherwise type in 'N'.
MANDATED OT OCC	Number of mandated overtime occasions (<i>this field is no longer used by the System</i>).
WAR SERVICE CODE	Type in a 'Y', or space in this field (<i>optional</i>).
YRS	Type in war service years if available (<i>optional</i>).
MTHS	Type in war service months if available (<i>optional</i>).
DAYS	Type in war service days if available (<i>optional</i>).
MONTHLY UPD HRS	Type in the number of hours of unpaid leave taken this month (<i>month of time sheets currently being entered</i>).

CODES AND TITLE FILE MAINTENANCE

The Codes and Title File contains information on all valid codes in the B.O.S.S. Time & Attendance System together with their titles.

The Codes and Title File Maintenance option allows you to add, change, delete or list codes and their associated titles.

TO USE THIS OPTION:



You may not be able to access all options. Your access depends on your user status.

Select FILES from the Main Menu bar for a list of options to select from. Then select the Codes and Title File Maintenance option. The following menu will be on your screen:

Codes and Title File Maintenance

1. Job Class	←	4-digit numeric
2. Bargaining Unit	←	2-digit numeric
3. Section	←	3-digit numeric
4. Time Codes	←	1 - 3-character alpha
5. Holiday Date	←	
6. Valid Account	←	Lists Function and Activity Codes.
7. Account Codes Descriptions		
E End		

Select Option (1-7,E): ? █

Time Codes has a second field called 'Type of Time'. (See the following page for a description.)

1. Type in the number for the File you wish to maintain or the letter 'E' for End to be returned to the previous menu. The following will appear on your screen for **Options 1-5 only** (see the following pages for instructions on Options 6 & 7):

MODIFICATION SELECTION MENU

ADD	=	A
CHANGE	=	C
DELETE	=	D
LIST	=	L
END	=	E

SELECT TYPE OF MODIFICATION?

ADD OPTION

This could read 'Bargaining Unit', 'Section' or 'Time Code', depending on which menu option was selected.

To add a new code into the System use the following steps.

1. Type in 'A' and then <ENTER>. The following will prompt will appear on your screen:

ENTER JOB CLASS CODE:

2. Type in a new code at the prompt. The length of any code *cannot* be longer than 4 positions. (See the table on Page 16 for valid entries.)
3. After the successful entry of a new code, you will be prompted to select an appropriate title to describe the code which can be any name using up to 20 characters. Type in the selected title for the new code.

When processing TIME CODES (Selection 4), there is an additional field that must be entered called TYPE OF TIME. TYPE OF TIME is a one-character entry used System wide. Use the following table for valid entries:

TYPE OF TIME	DESCRIPTION
S	Sick
W	Worker's Compensation
V	Vacation
R	Regular Codes
O	Overtime
C	Compensatory Time
L	Leave With Pay
U	Unpaid Leave
H	Holiday
P	Personal Leave
I	Informational

4. Type in a valid code for the TYPE OF TIME. You will then be prompted with the following:

ENTER Y OR N TO CONFIRM

5. Type in 'Y' to add the record or 'N' to cancel the process. Any entry other than 'Y' in this field will not allow the record to be added. The following message will appear on your screen:

This message will depend on a Yes or No answer.

*****RECORD ADDED (or NOT ADDED) ***HIT RETURN?**

6. Press <ENTER> to return to the appropriate Modification Selection Menu.

CHANGE OPTION

To make changes to the Codes and Titles already in the System use the following steps:

1. Type in 'C' on the Modification Selection Menu. The following prompt will be on your screen:

ENTER OLD JOB CLASS CODE:

2. Type in the code of the record to be changed. The following prompt will be on your screen:

ENTER NEW CODE OR HIT RETURN TO LEAVE UNCHANGED:

3. Type in the new code if you wish to change it, or press <ENTER> to leave it unchanged. You will then be prompted for an entry in the TITLE field with the following prompts:

OLD JOB CLASS TITLE: TELEPHONE OPER

ENTER NEW TITLE OR HIT RETURN TO LEAVE UNCHANGED:

4. Type in a new title if you wish to change it, or just press <ENTER> to leave the field unchanged. Your screen will look similar to the following:

```
ENTER OLD JOB CLASS CODE? 8700  
  
ENTER NEW CODE OR HIT RETURN TO LEAVE UNCHANGED? 8701  
  
OLD JOB CLASS TITLE: TELEPHONE OPER  
  
ENTER NEW TITLE OR HIT RETURN TO LEAVE UNCHANGED ? TELE RECEP  
  
NEW JOB CLASS CODE: 8701  
NEW TITLE: TELE RECEP  
ENTER Y OR N TO CONFIRM ?
```

5. Type in 'Y' to accept changes or 'N' to cancel the process. Any entry other than 'Y' will leave the record unchanged. After confirmation, the Modification Selection Menu will be displayed.
6. Type in 'E' and then <ENTER> or CTRL^Z to return to the Codes and Title File Maintenance Menu.

When you are processing time codes, the generic code will also be displayed and prompted for (see the ADD option on the previous pages for the allowable entries).

DELETE OPTION

To delete codes that are in the System use the following steps:

1. Type in 'D' on the Modification Selection Menu.
2. Type in the code of the record to be deleted. The System will automatically display the selected code and its associated title.
3. Type in 'Y' to delete the code. Any other entry other than 'Y' will *not* allow the record to be deleted.
4. Type in 'N' or CTRL^Z to return to the Modification Selection Menu.

LIST OPTION

To list the existing data for Codes and Titles for the selected field use the following steps:

1. Type in 'L' on the Modification Selection Menu and then press <ENTER> at the end of the listing to return to the Modification Selection Menu.
2. By typing in the letter 'E' and then pressing <ENTER>, or CTRL^Z you will return to the Codes and Title File Maintenance Menu.

Description of Fields

FIELD TYPE	LENGTH	FORMAT	TITLE FIELD CONTENTS	TITLE FIELD LENGTH
JOB CLASS	4	Numeric	Job Class Title	Up to 20
BARGAINING UNIT	2	Numeric	Bargaining Unit Title	Up to 20
SECTION	3	Numeric	Section Title	Up to 20
TIME	1-3	Alpha	Time Charge***	Up to 20
HOLIDAY DATE	8	Alpha	Gregorian + Julian **	Up to 20

3. **Type in the Gregorian Date.

The holiday date prompted for should be entered as mm/dd/ccyy. The program will supply the Julian Date and fill in the field with both the Gregorian and Julian Dates, i.e., 01/01/1997, 1997001.

***The TIME field has an additional one-character field used to designate TYPE OF TIME, a generic code used System wide. (See the table 'Types of Time' under the ADD option on the previous pages for allowable entries.)

Valid Account Codes – Option 6

Select Valid Account Codes (Option 6) from the Codes and Title File Maintenance Menu. Press <ENTER> and a list similar to the following will be on your screen:

```

Select Option (1-7,E): ? 6

Hit Return To List Functions?

0000 0001 0002 0003 0006 0007 0008 0009 0011 0012 0102 0107
0114 0115 0116 0117 0125 0127 0128 0131 0132 0133 0151 0170
0202 0207 0214 0215 0227 0228 0231 0232 0233 0251 0270 0302
0307 0314 0315 0327 0328 0331 0332 0333 0351 0370 0402 0407
0414 0415 0427 0428 0431 0432 0433 0451 0470 0502 0602 0607
0614 0615 0627 0628 0631 0632 0633 0651 0670 0702 0707 0714
0715 0727 0728 0731 0732 0733 0751 0802 0807 0814 0815 0827
0828 0831 0832 0833 0851 0870 0902 0907 0914 0915 0927 0928
0931 0932 0933 0951 0970 1002 1007 1014 1015 1027 1028 1031
1032 1033 1051 1102 1107 1114 1115 1127 1128 1131 1132 1133
1151 1170 1202 1207 1214 1215 1227 1228 1231 1232 1233 1251
1302 1314 1315 1327 1328 1333 1602 1614 1615 1627 1628 1631
1632 1651 1731

Hit Return To List Activities ?
    
```

Function Codes may be different for each user.

By pressing <ENTER> again, a list similar to the following will be on your screen:

```

Hit Return To List Activities ?

00000000 00000001 00000002 00000003 00000004 00000005
00000006 00000007 00000008 00000009 00000010 00000011
00000012 00000013 00000014 00000015 00000016 00000017
00000018 00000019 00000020 00000021 00000022 00000023
00000024 00000025 00000026 00000027 00000028 00000029
00000030 00000031 00000032 00000033 00000034 00000035
00000036 00000037 00000038 00000039 00000040 00000041
00000042 00000043 00000044 00000045 00000046 00000047
00000050 00000060 00000070 00000075 00000080 00000090
00000099 00000100 00000110 00000111 00000112 00000113
00000114 00000119 00000120 00000160 00000165 00000170
00000200 00000210 00000211 00000220 00000250 00000310
00000311 00000312 00000313 00000314 00000315 00000316
00000317 00000318 00000319 00000320 00000321 00000322
00000324 00000325 00000326 00000327 00000328 00000329
00000330 00000600 00000601 00000602 00000603 00000605
00000606 00000607 00000608 00000609 00000610 00000611
00000612 00000616 00000617 00000618 00000619 00000620
00000621 00000622 00000700 00000800 00000801 00000802
00000803 00000804 00000805 00000806 00000807 00000808
00000809 00000810 00000811 00000812 00000813 00000814
00000815 00000816 00000817 00000818 00000819 00000820
    
```

Activity Codes may be different for each

Account Codes Descriptions – Option 7

Select Account Code Descriptions (Option 7) from the Codes and Title File Maintenance Menu. Press <ENTER> and a list similar to the following will be on your screen:

Hit Return To List Function Descriptions:

<p>FUNCTION: 0000 = MANAGEMENT SERVICES FUNCTION: 0001 = ADMINISTRATIVE SERV. FUNCTION: 0002 = FOOD FUNCTION: 0003 = GENERAL FUNCTION: 0004 = MEDICAL FUNCTION: 0006 = CARE AND CUSTODY FUNCTION: 0007 = RECREATION FUNCTION: 0008 = EDUCATION FUNCTION: 0009 = CLASSIFICATION FUNCTION: 0010 = INMATE PAY FUNCTION: 0011 = VOL & RELIGIOUS SVC. FUNCTION: 0012 = DRUG AND ALCOHOL</p>
--

Hit Return To List Activity Descriptions:

<p>ACTIVITY: 000000000 = COUNSELING/TREATMENT ACTIVITY: 000000001 = GEN. CARE & CUSTODY ACTIVITY: 000000005 = GEN. CARE & CUSTODY ACTIVITY: 000000011 = FACILITY ADMIN. ACTIVITY: 000000012 = BUSINESS ADMIN. ACTIVITY: 000000013 = PERSONNEL ACTIVITY: 000000014 = LOGISTICAL SERVICES ACTIVITY: 000000030 = GENERAL STOCK ACTIVITY: 000000031 = PLANT OPERATIONS ACTIVITY: 000000032 = REPAIR/MAINTENANCE ACTIVITY: 000000033 = HOUSEKEEPING ACTIVITY: 000000034 = LAUNDRY ACTIVITY: 000000036 = CLOTHING ACTIVITY: 000000038 = STOREROOM STOCK ACTIVITY: 000000039 = HOUSES</p>
--

TO GET BACK TO SELECT MENU HIT RETURN:

Press <ENTER> to return to the Codes and Title Maintenance Menu.

There are two types of scheduling supported by the Time & Attendance System.

1. Standard Scheduling; and
 2. Rotating Scheduling
- All work schedules must be pre-defined in the Schedule File before the System can retrieve an employee time sheet and pre-fill it on your screen.

The Schedule File Maintenance option is used to store *pre-defined*, bi-weekly work schedules. Each record of a schedule is identified by a two-digit code that is *pre-defined* by your agency.

When the time sheet data entry operator enters an employee's time sheet, they can type in the Schedule Code if it is not already in the Employee Master File.

- Once the Schedule Code is entered into the Employee Master File, the System will display the *pre-defined* employee work schedule on your screen with the fields *pre-filled*.
- To complete the process, the data entry operator then makes the necessary changes to the pre-filled information – as opposed to typing in all of the information, thereby saving entry time.

The schedule itself is a matrix that allows an employee's time to be itemized with up to three different time charges for each day worked in a fourteen-day (two-week) pay period.

Each Time entry is composed of the following three elements:

1. The amount of hours or days to be recorded;
2. The time (attendance) code to be recorded – a 1- to 3-character alpha/numeric code; and
3. The corresponding work shift – an entry of 1, 2 or 3.

The System is designed to use the following special function keys while using this menu option:

Special Function Keys

KEY		FUNCTION
CTRL^Z or F10		Exit or quit.
RETURN (ENTER)	↵	Processes new or changed values that have been entered.
TAB or	⇐	Moves from field to field and leaves the contents of the field the same.
DOWN ARROW	⇓	
UP ARROW	⇑	Immediately brings you to the 'CONFIRM' option. (<i>Use this key to bypass fields you do not wish to change.</i>)
RIGHT ARROW	→	Moves the cursor one position to the right (<i>at the end of the field, cursor will move to the next field on the right</i>).
LEFT ARROW	←	Moves the cursor one position to the left (<i>does not move to previous field to the left</i>).
BACKSPACE	←	Deletes error messages and returns you to the field where the error occurred. When not at error message will move the cursor one position to the left (<i>will not go to previous field</i>).
BACKSLASH or F12	↖	Moves backward between the fields.

TO USE THIS OPTION:

Select FILES from the Main Menu bar for a list of options. Then select the Schedule File Maintenance option. The following appears on your screen:

```

SCHEDULE FILE MAINTENANCE

1.  ADD
2.  CHANGE
3.  DELETE
4.  LIST
5.  END
ENTER OPTION: █

```

ADD OPTION

- To add a new *pre-defined* employee work schedule to the System use the following steps:
 - Type in 'A' on the Modification Selection Menu and then press <ENTER>. For standard scheduling your screen will look similar to the following:

The screenshot shows the following text and annotations:

- Header: EMPLOYEE ATTENDANCE SYSTEM SCHEDULE FILE MAINTENANCE ADD OPTION
- Input prompt: Enter Schedule Code or 'E' : _ Hours or Days (H,D):
- Hours per Day: 0.00 (Annotated: "The number of hours worked per day.")
- DAY: F, S, S, M, T, W, T, F, S, S, M, T, W, T (Annotated: "New 2-character alpha/numeric code.")
- CODE: (Annotated: "Enter 1, 2, or 3 Character pre-defined alphabetic time (attendance) code.")
- SHIFT: (Annotated: "Enter appropriate shift (1, 2 or 3) and include differential if appropriate.")
- Hours per Day: 0.00 (Annotated: "Is the time recorded in hours or days?")
- Confirm ADD (Y or N) : _
- Bottom prompt: Enter Daily hours.

- For a rotating schedule your screen will look similar to the following:

DEPARTMENT OF PUBLIC SAFETY

Sched. Code: R1 Desc.: Rotating 1st Shift
 Sched. Shift: 1 Days or Hours: H
 Num. of Weeks: 08 Hours per Day: 08.00

	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	
WK	TIME	CDE	TIME	CDE	TIME	CDE	TIME	CDE
1								
2								
3								
4								
5								
6								
7								
8								

- Type in the following data for either schedule:
 - A new two-character alpha/numeric (agency determined) schedule code. 'H' will be pre-filled for hours.
 - The hours per day to be worked.
 - The daily hours to be worked.
 - The Time (Attendance) Code to be charged for each day of the two-week schedule.
 - The work shift (*for payroll interface users, this field can contain both the shift number and the appropriate differential code*).

The following is a list of the valid Differential Codes:

CODE	DESCRIPTION
CS	Continuous Shift
DO	Duty Officer In-Charge
ES	Extended Shift
HD	Hazardous Duty
IC	In Charge
LD	Lane Differential
RE	Regular Early
SI	Snow & Ice Differential
TS	Temporary Shift
WD	Weekend Differential
WI	Weekend Differential and In-Charge

When the schedule is complete your screen will look similar to the following for a standard schedule:

EMPLOYEE ATTENDANCE SYSTEM SCHEDULE FILE MAINTENANCE ADD OPTION									
Enter Schedule Code or 'E': 98 Hours or Days (H,D): H Hours per Day: 7.00									
DAY	HRS	CODE	SHIFT	HRS	CODE	SHIFT	HRS	CODE	SHIFT
F	7.00	R	1	0.00			0.00		
S	0.00			0.00			0.00		
S	0.00			0.00			0.00		
M	7.00	R	1	0.00			0.00		
T	7.00	R	2	0.00			0.00		
W	7.00	R	1	0.00			0.00		
T	7.00	R	1	0.00			0.00		
F	7.00	R	1	0.00			0.00		
S	0.00			0.00			0.00		
S	0.00			0.00			0.00		
M	7.00		1	0.00			0.00		
T	7.00	R	1	0.00			0.00		
W	7.00	R	1	0.00			0.00		
T	7.00	R	1	0.00			0.00		
Confirm ADD (Y or N) : _									

When the schedule is complete your screen will look similar to the following for a rotating schedule:

Common File Account									
Sched. Code: 999					Desc.: Rotating 1st Shift				
Sched. Shift: 1					Days or Hours: D				
Num. of Weeks: 8					Hours per Day: 8.25				
FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY			
WK TIME CDE	TIME CDE	TIME CDE	TIME CDE	TIME CDE	TIME CDE	TIME CDE	TIME CDE	TIME CDE	TIME CDE
1			1.00 R	1.00 R	1.00 R	1.00 R			
2	1.00 R			1.00 R	1.00 R	1.00 R	1.00 R		
3	1.00 R	1.00 R				1.00 R	1.00 R		
4	1.00 R	1.00 R	1.00 R					1.00 R	
5	1.00 R	1.00 R	1.00 R	1.00 R					
6	1.00 R	1.00 R	1.00 R	1.00 R	1.00 R				
7		1.00 R	1.00 R	1.00 R	1.00 R	1.00 R	1.00 R		
8			1.00 R	1.00 R	1.00 R	1.00 R	1.00 R	1.00 R	
Confirm ADD (Y or N) : _									

4. Use the Up Arrow key to place the cursor at the following prompt at the bottom of your screen:

CONFIRM ADD (Y or N)_

5. Type in 'Y' to add the record or 'N' to cancel the process. Any entry other than 'Y' in this field will not allow the record to be added. The following message will appear on your screen:

*****RECORD ADDED (or, NOT ADDED) ***HIT RETURN?**

6. Press <ENTER> to return to the previous menu.

CHANGE OPTION

You can change an existing pre-defined employee work schedule using the following steps:

1. Typing in 'C' and then press <ENTER>.
2. Type in the code of the schedule to be changed together with the appropriate shift to bring that pre-defined schedule to your screen.
 - A *pre-defined* schedule similar to the one on the previous page will be on your screen. You will then be able to Tab between the fields making the desired changes to the selected schedule.
3. When you have finished making your changes press the Up Arrow key to place the cursor at the following prompt:

CONFIRM CHANGE (Y OR N)

4. Type in 'Y' to record the changes or 'N' to cancel the process. Any entry other than 'Y' in this field will not allow the record to be changed. The following message will appear on your screen:

RECORD UPDATED, (or, NOT UPDATED) HIT RETURN TO CONTINUE

5. Press <ENTER> to be brought back to the previous menu.

DELETE OPTION

You can delete an existing *pre-defined* employee work schedule using the following steps:

1. Type in 'D' and then <ENTER>.
2. Type in the code of the schedule to be deleted along with the appropriate shift to bring that *pre-defined* schedule to your screen. Your cursor will be at the bottom of your screen at the following prompt:

CONFIRM DELETE (Y OR N)_

3. Type in 'Y' to record the delete or 'N' to cancel the process. Any entry other than 'Y' in this field will *not* allow the record to be deleted. The following message will appear on your screen:

RECORD DELETED, (or NOT DELETED) HIT RETURN TO CONTINUE

4. Press <ENTER> to return to the previous menu.

The Time Earned File Maintenance option is designed to keep track of all the different types of leave time that employees can accrue.

Each time an employee earns any of the following leaves, a time earned record is automatically written to their Time Earned File.

1. Vacation
2. Sick
3. Personal
4. Compensatory
5. Holiday Earned Time

Each earned record contains the following:

1. Employee Number
2. Type of Earned Time
3. Date the time was earned *
 - * Vacation and Sick time is earned on the 1st of the month after posting attendance.
 - * PL time is earned on the 1st of the year.
 - * Compensatory & Holiday time is earned the date the attendance is posted for.
4. Hours (or Days) Earned
5. Hours (or Days) Available
6. Expiration Date (if applicable based on Bargaining Unit Rules)
7. Comments



All of the records in the employee earned file were put there by automatic monthly accruals or time sheet entries, with the exception of records added to the Time Earned File by this program.

Vacation, Sick and Personal Leave Time Earned

Each time Vacation, Sick and/or Personal Leave (PL) time is earned, an earned record is written to the file and the hours or days earned are added to the respective leave balance in the Employee's Master File.

If a Vacation, Sick or PL record is added, changed, or deleted with this option, the System will automatically reflect the transaction in the employee's master file record.

Compensatory or Holiday Time Earned



You *cannot* manually Add or Delete Compensatory or Holiday records using the Time Earned File Maintenance option. You must use the Time Sheet Data Entry option to change these records.

Each time an employee earns Compensatory or Holiday time, a Time Earned record is automatically written to their file.

You *cannot* manually add or delete Compensatory or Holiday records using the Time Earned File Maintenance option. To adjust an employee's Compensatory or Holiday earned records or leave balances, you must use the Time Sheet Data Entry option from the TIME Menu under the Main Menu bar.

The *only* fields that can be *changed* using the Time Earned File Maintenance option for Compensatory or Holiday earned records, are the EXPIRATION DATE and the COMMENTS fields. Changes that must be made to the Earned Hours and/or Available Hours fields must be done by B.O.S.S.

When an employee uses time from one of these leave records, the System will compute and display the available hours (or days) from each earned record that has not expired.

If the employee has accrued enough of the specified leave time to cover the withdrawal, the System will accept the transaction and automatically debit the earned records for the leave type and time used on a first-in, first-out basis. Each time an earned file is adjusted with this option, a log of the transaction is written to the earned file log.

If you need to add, change or delete Compensatory or Holiday earned records for an employee, please call B.O.S.S. for help.

The System is designed to use the following special function keys while using this menu option:

Special Function Keys

KEY	FUNCTION
CTRL^Z or F10	Exit or Quit.
RETURN (ENTER) ↵	Processes new or changed values that have been entered.
TAB ⌵	Moves from field to field and leaves the contents of the field the same.
DOWN or UP ARROW ↓↑	
RIGHT ARROW →	Moves the cursor one position to the right (<i>at the end of the field, cursor will move to the next field on the right</i>).
LEFT ARROW ←	Moves the cursor one position to the left (<i>does not move to previous field to the left</i>).
BACKSPACE ←	Deletes error messages and returns you to the field where the error occurred. When not at error message will move the cursor one position to the left (<i>will not go to previous field</i>).
BACKSLASH or F12 \	Moves backward between fields.

TO USE THIS OPTION:

Select FILES from the Main Menu bar for a list of options and then select the Time Earned File Maintenance option. The following appears on your screen:

If your agency records time in days, these fields will be in days.

```
EMPLOYEE ATTENDANCE SYSTEM
TIME EARNED FILE MAINTENANCE

ADD, CHANGE, DELETE OR END: _      (A,C,D OR E)

EMPLOYEE NUMBER : _____
EARNED CODE     : _____
EARNED DATE     : _____ (MM/DD/CCYY)
EARNED HOURS    : _____
AVAILABLE HOURS: _____
EXPIRATION DATE: _____ (MM/DD/CCYY)
COMMENTS        : _____
```

ADD OPTION



Compensatory or Holiday Earned Time *cannot* be added using this option.

To add new records (only S, V and PL time can be added using this option) to the Time Earned File, use the following steps pressing <ENTER> after each entry:

1. Type in 'A'.
2. Type in the Employee Number.
3. Type in the Earned Code.
4. Type in the Earned Date.
5. Type in the Earned Hours/Days (the new available hours/days will *automatically* fill in). Your cursor will move to the Comments field (the Expiration Date field cannot be accessed).
6. Type in any Comments you may have. You will then be prompted for the following:

CONFIRM ADD (Y OR N)_

The program automatically checks the System to make sure no duplicate records are being added.

You may back up a line or field at a time by pressing the backslash key or F12. CTRL^Z at any field will clear your screen and place you back at the ADD, CHANGE, DELETE or END option and all the information entered will be deleted.

A message similar to the following will be on your screen when you Confirm the Add:

EARNED RECORD ADDED, SICK BALANCE INCREMENTED

***** HIT RETURN**



If a value in a field is entered incorrectly, a message will appear at the top of your screen with information about what may be wrong.

CHANGE OPTION



For Compensatory or Holiday earned records, the *only* fields that can be *changed* using the Time Earned File Maintenance option, are the Expiration Date and the Comments fields. Changes that must be made to the Earned Hours and/or Available Hours fields must be done by B.O.S.S.



When you use the *backslash* key, the data entered on the line your cursor is on will *not* be lost.



Records only will be changed with a 'Y' response.

To change a record in the Time Earned File use the following steps pressing <ENTER> after each entry:

1. Type in a 'C' at the prompt.
2. Type in the Employee Number.
3. Type in the Earned Code.
4. Type in the Earned Date. If a value is entered incorrectly, the following message will appear at the top of your screen:

RECORD NOT ON FILE, CAN'T CHANGE, HIT DELETE KEY TO PROCEED

5. Press the *backspace* key to clear the error message and re-enter the data or use the *backslash* key or F12 to back up one field at a time.
6. Type in the Earned Hours/Days. The Available Hours/Days and the Expiration Date fields will be retrieved from the file and displayed on your screen. Your cursor will be at the Comments field.
7. Type in any comments you may have. The following prompt will appear:

CONFIRM CHANGE (Y OR N)

8. Type in either a 'Y' or 'N' and a message will be on your screen indicating the action taken.
9. Press <ENTER> and the cursor will move back to the ADD, CHANGE, DELETE or END prompt.
9. CTRL^Z entered at the ADD, CHANGE, DELETE or END prompt will terminate the program and return you to the Main Menu bar. CTRL^Z entered anywhere else will clear your screen and place you at the ADD, CHANGE, DELETE or END prompt and all data entered will be lost.

DELETE OPTION

To delete a time earned record type in a 'D' at the prompt and then continue to type in the following data pressing <ENTER> after each entry:

1. The Employee Number.
2. The Earned Code.
3. The Earned Date.
4. If the date entered is invalid for the Employee Number, Earned Code or Earned Date, the following message will appear at the top of your screen:

RECORD NOT ON FILE, CAN'T DELETE, HIT DELETE KEY TO PROCEED

5. If the record entered is a valid record in the System, the remaining fields will be retrieved from the file and displayed on your screen. The following prompt will appear:

CONFIRM DELETE (Y OR N)?



Records will only be deleted with a 'Y' response.

6. Press the *backspace* key to clear the message and return to the field to re-enter the correct data or use the *backslash* key or F12 key to back up a line to change the incorrect Employee Number, Earned Code or Earned Date fields.
7. CTRL^Z entered at the ADD, CHANGE, DELETE or END prompt, will terminate the program and return you to the previous menu. CTRL^Z entered anywhere else on this screen will clear your screen and place you at the ADD, CHANGE, DELETE or END prompt.

The following is a list of valid Earned Codes:

Valid Earned Codes

EARNED CODE	TITLE	DESCRIPTION
V	Vacation	Vacation time earned through accruals or balances carried on to the Time & Attendance System from previous accruals (<i>start-up balance</i>).
S	Sick	Sick time earned through accruals or carried on to the Time & Attendance System from previous accruals (<i>start-up balance</i>).
PL	Personal or Emergency Leave	Personal time accrued at the beginning of the year (<i>fiscal year for UCPEA employees</i>).
HE	Holiday Comp Time	Holiday compensatory earned time from HXC, HWC, PWC, HES, HEO or PCO attendance.
CE	Comp Earned	Compensatory earned time generated from CE attendance.
SB	Banked Sick Time	Sick time banked from previous employment (<i>UCPEA employees only</i>).
SNM	Sick - no Accrual	No sick accrual due to excessive unpaid time for the month.
VNM	Vacation - no accrual	No vacation accrual due to excessive unpaid time for the month.

BARGAINING UNIT FILE MAINTENANCE

The Bargaining Unit File Maintenance option allows you to Add, Change, Delete or Display Bargaining Unit records.

The System is designed to utilize the following special function keys while using this menu option:

Special Function Keys

KEY	FUNCTION
CTRL^Z or F10	Immediately brings you to the 'CONFIRM' option.
RETURN (ENTER) ↵	Processes new or changed values that have been entered.
TAB or ⤵	Moves from field to field and leaves the contents of the field the same.
DOWN ARROW ↓	
RIGHT ARROW →	Moves the cursor one position to the right (<i>at the end of the field, cursor will not move to the next field on the right</i>).
LEFT ARROW ←	Moves the cursor one position to the left (<i>does not move to previous field to the left</i>).
BACKSPACE ←	Deletes error messages and returns you to the field where the error occurred. When not at error message will move the cursor one position to the left (<i>will not go to previous field</i>).
BACKSLASH or F12 \	Moves backward between fields.

TO USE THIS OPTION:

Select FILES from the Main Menu bar for a list of options and then select the Bargaining Unit File Maintenance option. The following appears on your screen:

```
FILES OPTION 6 - BARGAINING UNIT FILE MAINTENANCE

Barg Unit:  _          Job Class:  _

Vac Eligible : _      Vac Unpaid Days : _      Min Vac Units(Hrs):  _
PL Elig Days : _      Sick Unpaid Days:  _      Max Wkrs Comp Days:  _
PT Accr Rule : _      Hrs Worked/Month:  _      Max Hours/Shift   :  _
PL Accrual   : _      Biweekly FT Hrs :  _
Holiday Expir:  _      Max Holiday Accr:  _      Comp Expir   :  _

F Days:  _   FF Days:  _   Sick Fam Days:  _   Baby Lv Days:  _

L Rate 01:  _ L Rate 02:  _ L Rate 03:  _ L Rate 04:  _ L Rate 05:  _
L Rate 06:  _ L Rate 07:  _ L Rate 08:  _ L Rate 09:  _ L Rate 10:  _

Max Vac. Days Hired Before 7/1/1977:  _
Max Vac. Days Hired After 7/1/1977:  _

ADD  CHG  DEL  DSP  NXT  PRV  EXIT
Add A Bargaining Unit
```

These two options are *not* available to users with read-only access.

Only the DSP, NXT, PRV, and EXIT buttons will appear for users with read-only access to Bargaining Unit Files.

The selection buttons at the bottom of your screen allow you to perform the following functions:

BUTTON	FUNCTION
ADD	Adds a Bargaining Unit/Job Class.
CHG	Changes Bargaining Unit/Job Class information.
DEL	Deletes a Bargaining Unit/Job Class record.
DSP	Displays a selected Bargaining Unit/Job Class.
NXT	Displays the next Bargaining Unit/Job Class record.
PRV	Displays the previous Bargaining Unit/Job Class record.
EXIT	Exits the program.

Use the Right or Left Arrow key to select the appropriate button and then press <ENTER>. In order to use the NXT or PRV buttons, you must first display a valid Bargaining Unit record by using the DSP button.



If you are not sure what Bargaining Unit or Job Class you want to work with, just type an asterisk (*) in the appropriate field, and then press <ENTER>.

When using the ADD, CHANGE, or DELETE options, you must type in a valid Bargaining Unit Code and Job Class Code. If the <ENTER> key is pressed at the Job Class prompt, 0000 will appear as the default value. If either the Bargaining Unit Code or the Job Class Code is invalid, the following message will appear at the bottom of your screen:

- *E - That Bargaining Unit Number Doesn't Exist*

or

- *E - That Job Class Does Not Exist*

If you are not sure what Bargaining Unit or Job Class you want to work with, just type an asterisk (*) in the appropriate field, and then press <ENTER>. A sub-window appears on the side with a list of valid Bargaining Units or Job Classes similar to the following:

Barg Units & Descriptions	
01	EXEMPT
02	MANAGERIAL
03	CONFIDENTIAL
04	OTHERNON-COLLBARG.
06	MAINT.&SERVICE
07	ADMIN.CLERICAL
08	CORRECTIONAL
10	PARAPROFESSIONAL
11	PROF.HEALTHCARE
12	SOCIAL&HUMANSERV.
14	EDUCATION/TECHNICAL
15	ENG.&SCIENTIFIC
16	ADMIN.&RESID.
52	MANAGERIAL

Job Classes & Descriptions	
0010	COORDATAMANG
0022	CORINDSP2DAT
0026	ACCOUNTANT
0045	CORMGRALDRTR
0065	DIROFCOMMUNICATION
0077	COODOFFACPLAN
0083	FISCALADMINSUPV
0094	FISCALADMSUPMGR
0095	MANAGEMENTANALYST3
0096	CHIEFFISCALADMIN2
0097	CURRICSPEC
0098	MANAGEMENTANALYST1
0101	LEGISLATIVEPGM.MGR
0105	FISCALADMINOFFMG
0111	MANAGEMENTANAL.II

Press <ENTER> to select from the list and then use the Up or Down Arrow key to reach the desired number.

The number selected will *auto-fill* the information. Your screen will look similar to the following:

```

FILES OPTION 6 - BARGAINING UNIT FILE MAINTENANCE

Barg Unit: 01 - EXEMPT           Job Class: 0000

Vac Eligible : Y           Vac Unpaid Days : 5           Min Vac Units(Hrs): 0.25
PL Elig Days : 1           Sick Unpaid Days : 05          Max Wkrs Comp Days : 366
PT Accr Rule : 1           Hrs Worked/Month: N/A          Max Hours/Shift : 12.00
PL Accrual   : 3.0         Biweekly FT Hrs : 80.00
Holiday Expir : 0           Max Holiday Accr : 10.00          Comp Expir : 999

F Days: 3.00  FF Days: 3.00  Sick Fam Days: 3.00  Baby Lv Days: 3.00


L Rate 01: 12  L Rate 02: 15  L Rate 03: 20  L Rate 04: 0  L Rate 05: 0
L Rate 06: 0  L Rate 07: 0  L Rate 08: 0  L Rate 09: 0  L Rate 10: 0

Max Vac. Days Hired Before 7/1/1977: 120
Max Vac. Days Hired After 7/1/ 1977: 120

ADD  CHG  DEL  DSP  NXT  PRV  EXIT  Ok  Retry  Exit
Proceed With Process
    
```

If you press F10 or CTRL^Z, the following three confirm buttons will appear at the lower right hand corner of your screen:

BUTTON	FUNCTION
OK	Accepts the operation you performed on the Bargaining Unit record.
RETRY	Returns the cursor to the data entry screen.
CANCEL	Exits the operation you were performing without saving any changes you may have made.

 Once you display a valid Bargaining Unit, the **NXT** and **PRV** buttons become operational.

If you would like to see information for a Bargaining Unit, use the Right or Left Arrow key to position the cursor on the **DSP** button and press <ENTER>. The System prompts you to type in the Bargaining Unit and Job Class Codes. If you press <ENTER> at the Job Class prompt, 0000 will appear as the default value. You can get a list of valid Bargaining Units or Job Classes by typing an asterisk (*) at the appropriate field.

Messages that appear at the bottom of your screen are categorized according to severity. The severity level description appears before the message. The following list describes the severity levels:

SEVERITY LEVEL CODE	DESCRIPTION
I	Informational – no errors present.
W	Warning – there may be an error but it will not cause a problem.
E	Error – an error is present and it must be corrected to proceed.
F	Failure – call B.O.S.S. Technical Support at (860) 566-4471.

Description of Fields

FIELD	DESCRIPTION								
BARG UNIT	Type in a qualified Bargaining Unit number, i.e., 10 = Health Care NP-6 12 = Social Services P-2								
JOB CLASS	Type in a qualified job class or type in '0000' for the default job class.								
VACATION ELIGIBLE	Type in 'Y' if employees in this Bargaining Unit are eligible to earn and take vacation or 'N' if they are not.								
VAC UNPAID DAYS	Number of days per month a person may be on unpaid leave of absence before their monthly vacation accruals stop. (Valid values are 1-9.)								
MIN VAC UNITS (HRS)	Minimum number of hours an employee can charge to vacation. (Valid values are 0.25, 0.50 or 1.00)								
PL ELIG DAYS	Number of days per week an employee must work to earn prorated personal leave. (Valid values are 1-5.)								
SICK UNPAID DAYS	Type in number of days per month a person may be on an unpaid leave of absence before their monthly sick accruals stop. (Valid values are 3 or 5.)								
MAX WRKRS COMP DAYS	Maximum number of days employee can be on Worker's Compensation before sick and vacation accruals stop. (Valid values are 365 or 366.)								
PT ACCR RULE	Type in 1, 2, or 3 to describe how part-time employees accrue vacation and sick time. (See rules and examples below.) RULE 1: Divide the employee's bi-weekly scheduled hours by the Bargaining Unit's bi-weekly hours. <i>Example:</i> <table style="margin-left: 20px;"> <tr> <td><u>Bi-weekly scheduled hours</u></td> <td style="text-align: right;"><u>35</u></td> </tr> <tr> <td>Barg bi-weekly hours</td> <td style="text-align: right;">70 = .5 of normal accrual</td> </tr> </table> RULE 2: Fixed Percentage <i>Example:</i> .0460 x Actual hours employee paid (except Comp used and certain WC Codes). RULE 3: Divide the employee's actual hours paid (except Comp used and certain WC Codes) by the Bargaining Unit's average hours worked. <i>Example:</i> <table style="margin-left: 20px;"> <tr> <td><u>Emp actual hours paid</u></td> <td style="text-align: right;"><u>76</u></td> </tr> <tr> <td>Barg Unit's avg hrs worked</td> <td style="text-align: right;">152.25 = .5 of full time accrual</td> </tr> </table>	<u>Bi-weekly scheduled hours</u>	<u>35</u>	Barg bi-weekly hours	70 = .5 of normal accrual	<u>Emp actual hours paid</u>	<u>76</u>	Barg Unit's avg hrs worked	152.25 = .5 of full time accrual
<u>Bi-weekly scheduled hours</u>	<u>35</u>								
Barg bi-weekly hours	70 = .5 of normal accrual								
<u>Emp actual hours paid</u>	<u>76</u>								
Barg Unit's avg hrs worked	152.25 = .5 of full time accrual								
HRS WORKED/MONTH (See Note***)	Type in the average hours worked per month for this Bargaining Unit/Job Class. <i>Example:</i> 152.75 hours ***Note: Hours worked/month is not applicable when Rule 1 or 2 is entered.								
MAX HOURS/SHIFT	Maximum number of hours employee can work in one shift. (Valid values are 7-24.)								
PL ACCRUAL	Type in the number of days per year that are accrued for PL time. (Valid values are 0 - 3.)								
BI-WEEKLY FT HRS	Full time hours that an employee works during the pay period.								
HOLIDAY EXPIR	Number of days after holiday compensatory time is earned until it expires. (Valid values are 0-365, 666 or 999.) <i>Example: An entry of 666 here will expire holiday earned time on 12/31 of the year following the earned year, i.e., a holiday earned on 01/01/1997 will expire on 12/31/1998 as will a holiday earned on 07/04/1997. For an entry of 999, see the explanation for COMP EXPIR following.</i>								



If you're not sure which rule to use, type an asterisk (*) and then press <ENTER>.

To remove the description box, press <ENTER>.

Description of Fields (con't)

FIELD	DESCRIPTION
MAX HOLIDAY ACCR	Maximum number of hours a person may be paid for a holiday. (Valid values are 7 – 24.)
COMP EXPIR	<p>Number of days from when compensatory time is earned until it expires. Valid values are as follows:</p> <p>0 – 365 – Comp time with a value of zero does not expire. Comp time with a value of 1 – 365 equals the number of days before comp time will expire.</p> <p>666 – Comp time earned anytime during a year will have an expiration date of 12/31 of the following year. <i>Example: Comp time earned on 01/02/1998 will expire on 12/31/1999 as will a comp time earned on 07/05/1998.</i></p> <p>777 – Comp time earned before 07/01 of a year (01/01-06/30) will expire on 06/30 of the same year. Comp time earned after 06/30 will expire on 06/30 of the following year. <i>Example: Comp time earned on 06/15/1998 will expire on 06/30/1998. Comp time earned on 07/17/1998 will expire on 06/30/1999.</i></p> <p>888 – Comp time earned expires the last day of the month following the month in which it was earned. <i>Example: Comp time earned on 04/01/1998 will expire on 05/31/1998. Comp time earned on 03/31/1998 will expire on 04/30/1998.</i></p> <p>999 – Comp time earned before 07/01 (01/01 – 06/30) will have an expiration date of 12/31 of the same year. Comp time earned after 06/30 (07/01 – 12/31) will have an expiration date of 06/30 of the following year. <i>Example: Compensatory time earned on 02/01/1998 will expire on 12/31/1998. Compensatory time earned on 07/17/1998 will expire on 06/30/1999.</i></p>
F DAYS	Maximum number of days per year an employee can charge to funeral leave. (Valid values are 0, 1, 3 & 5.)
FF DAYS	Maximum number of days employee can charge to one family funeral occasion. (Valid values are 0, 1, 3 & 5.)
SICK FAM DAYS	Maximum number of days an employee can charge to family sickness. (Valid values are 0, 1, 3 & 5.)
BABY LV DAYS	Number of days an employee can charge to one baby leave occasion. (Valid values are 0, 1, 3 & 5.)
LEAVE RATES 01-10.	<p>The Bargaining Unit File holds up to 10 different accrual rates for sick and vacation purposes. Each Employee Master Record contains one of these leave rates for sick and vacation accrual rates.</p> <p><i>Example: If Leave Rate 03 contained a value of 15, employees with a sick accrual rate of 03 would earn 15 sick days per year, or 1 – 1/4 sick days per month. You may assign any value to Leave Amounts 01 – 10. Most common leave amounts are 12, 15 and 20.</i></p>
MAX VAC. DAYS HIRED BEFORE 7/1/1977	<p>Type in maximum number of days allowed if hired before 7/1/1977.</p> <p><i>Example: 120 days = 840 hours for a 7-hour day, or 960 hours for an 8-hour day. (Valid days are 0 – 120.)</i></p>
MAX VAC. DAYS HIRED AFTER 7/1/1977	<p>Type in maximum number of vacation days allowed if hired after 7/1/1977.</p> <p><i>Example: 60 days = 420 hours for a 7-hour day, or 480 hours for an 8-hour day. (Valid days are 0 – 60.)</i></p>

EMPLOYEE PAYROLL FILE MAINTENANCE

The Employee Payroll File contains the employee's payroll information including FLSA status and is used only with the MSA Payroll Interface.

The Employee Payroll File Maintenance option allows you to add or change employee payroll records and perform the following types of maintenance to employee pay information:

1. Addition of new employees.
2. Changes in autopay hours and full shift hours.
3. Changes in employee hourly rate CBI's, COLA's and promotions.
4. Changes in lump sum payments as well as changes in longevity and bonuses.
5. Changes in pay status to deactivate the generation of ZT Transactions for the following:
 - a. Dual employment.
 - b. Dual position.
 - c. Terminated employees.

The System is designed to use the following special function keys while in this menu option:

Special Function Keys

KEY	FUNCTION
CTRL^Z or F10	EXIT or QUIT.
RETURN (ENTER) ↵	Processes new or changed values that have been entered.
TAB or ⤴	Moves from field to field and leaves the contents of the field the same.
DOWN ARROW ⤵	
UP ARROW ⤴	Immediately brings you to the 'CONFIRM' option.
RIGHT ARROW →	Moves the cursor one position to the right (<i>at the end of the field, cursor will move to the next field on the right</i>).
LEFT ARROW ←	Moves the cursor one position to the left (<i>does not move to previous field to the left</i>).
BACKSPACE ←	Deletes error messages and returns you to the field where the error occurred. When not at error message will move the cursor one position to the left (<i>will not go to previous field</i>).
BACKSLASH or F12 \	Moves backward between fields.

TO USE THIS OPTION:

Select FILES from the Main Menu bar for a list of options. Then select the Employee Payroll Files Maintenance option. The following appears on your screen:

```

EMPLOYEE PAYROLL FILE MAINTENANCE
MAIN MENU

ADD      = A
CHANGE  = C
END      = E
ENTER OPTION: _
    
```

ADD OPTION

Use the following steps to add an employee to the MSA Payroll Interface System:

1. Type in 'A' and then press <ENTER>. The following appears on your screen:

Changes to the NAME fields can only be made through the Employee Master File Maintenance option.

```

EMPLOYEE PAYROLL FILE MAINTENANCE
MAIN MENU

ADD      : EMPLOYEE PAYROLL

EMP NO:  LAST NAME: _____ FIRST: _____ MI: _
PAY STATUS: _ PAY CODE: _ FLSA STATUS: _
HOURLY RATE: _____ MSA AUTOPAY HRS: _____ FULL SHIFT HRS: _____
SHIFT DIFF CD: _ WEEKEND DIFF CD: _ OVERTIME CD: _
HAZARDOUS ELIG: _ LANE DIFF ELIG: _ AUTO CALC OVERTIME: _

LUMP SUM PAYMENTS AND ADDITIVES - FOR FLSA
TYPE: _____ TYPE: _____ TYPE: _____ TYPE: _____ TYPE: _____
AMT: _____ AMT: _____ AMT: _____ AMT: _____ AMT: _____
WEEKS: _ WEEKS: _ WEEKS: _ WEEKS: _ WEEKS: _
    
```



The employee must be in the Employee Master File to be added into the Employee Payroll File.

2. Type in the number of the employee you wish to add. In order for the payroll record to be added, the employee must already have an Employee Master File record. The LAST, FIRST & M.I. fields will automatically fill in.

3. Type in valid data in all the remaining fields and then use the Up Arrow key when you have finished to bring the following prompt on to your screen:

DO YOU WISH TO ADD THIS RECORD ? ENTER Y OR N <Y> N

4. Type in 'Y' to add the record into the System. Type in 'N' and you will exit without adding the record and be brought back to the previous screen. Press CTRL^Z or F10 at any field and you will be returned to first screen and all data will be lost.

CHANGE OPTION

1. Type in 'C' at the prompt in order to change employee information in the Payroll System.
2. Type in the number of the employee you wish to change. The remaining fields will pre-fill on your screen. The cursor will be positioned at the first field of the second line on your screen at the PAY STATUS field.
3. Use the Tab key or Down Arrow key to accept field values as displayed without making any changes.
4. Use the Up Arrow key when you have finished typing in data to bring the following prompt on to your screen:

DO YOU WISH TO CHANGE THIS RECORD? ENTER Y OR N <Y>

5. Type in 'Y' to record the changes you have made. Type in 'N' and you will exit without changing the record and be brought back to the previous screen. Pressing CTRL^Z or F10 at any of the fields and you will be returned to the first screen and all changed data will be lost.



Changes to the Employee Name fields can only be done through the Employee Master File Maintenance option.

DELETE OPTION

You *cannot* use this option to delete records from the Employee Payroll File. In order to deactivate an employee, the PAY STATUS field must be changed in the Employee Payroll File to a value other than 'A'.

Description of Fields

FIELD	DESCRIPTION
EMP NO	The valid existing employee number from the Employee Master File.
LAST NAME, FIRST, M.I.	After typing in the employee number, these fields will pre-fill and be displayed on your screen with information from the Employee Master File.
PAY STATUS	A = Active (only status that will generate a ZT transaction) T = Terminated N = Inactive on leave P = Deceased R = Reactivated D = Deactivate pay from the Time & Attendance/MSA Payroll Interface
PAY CODE*	1 = Hourly, time card required 2 = Salary, time card required - OT okay 3 = Salary, time card required - OT exempt 4 = Hourly, Auto pay 5 = Salary, Auto pay - OT okay 6 = Salary, Auto pay - OT exempt <i>*This code must match the MSA Pay Code.</i>
FLSA STATUS	FLSA status codes: E = Exempt N = Nonexempt - 40 hr week K = K - Police or Fire J = J - Hospital or Health Care
HOURLY RATE*	Employee's hourly rate. <i>*This rate must match MSA Payroll's Master File.</i>
MSA AUTO PAY HRS*	Type in the amount of auto pay hours if the employee's Pay Code is 4, 5, or 6. If the employee is not on autopay, this field will automatically fill with N/A and you will not be allowed to make an entry. <i>*This must match MSA Payroll's Master File.</i>
FULL SHIFT HRS	Type in the hours an employee works in a full shift. The System may use it to pay holiday pay and determine weekend differential.
SHIFT DIFF CD	Specify '1' or '2'. This code specifies which of the two shift differential rates stored in the Barg/Class Payroll File applies to this employee. The second rate may be used for certain SCOPE Job Classes where the employee has not passed their Annual Increment Date.
WEEKEND DIFF CD	Specify '1' or '2'. This code specifies which of the two weekend differential rates stored in the Barg/Class Payroll File applies to this employee. The second rate is used for certain SCOPE Job Classes where the employee has not passed their Annual Increment Date.

Description of Fields (con't)

FIELD	DESCRIPTION
OVERTIME CD	This code is only used for nurse supervisors and specifies which of the Step 1 overtime rates stored in the Barg/Class Payroll File applies to this employee. The Step 1 rate is necessary for Nurse Supervisors. The second Step 1 rate may be needed for Nurse Supervisors when the employee has not passed their Annual Increment Date.
HAZARDOUS ELIG	Type in either a 'Y' or 'N'. This field indicates whether the employee is eligible for Hazardous Duty pay.
LANE DIFF ELIG	Type in either a 'Y' or 'N'. This indicates whether the employee is eligible for Lane Differential pay.
AUTO CALC OVERTIME	Type in a 'Y' to have the System automatically calculate straight time and time and one-half overtime hours. Type in an 'N' to indicate that you are providing the System with 'O' TYPE and SOT.
LUMP SUM PAYMENTS AND ADDITIVES - FOR FLSA	
TYPE	Type in up to a 6-letter description of the type of payment, i.e.: LNGVTY Longevity FIRE Fire Duty STPNDS Stipends EMT EMT Bonus BONUS Special bonus (<i>for Teacher's or Nurse's</i>) SPCRPT Special reporting pay/Hazardous duty stipend
AMT	Type in amount of payment (<i>can be annual, bi-annual, quarterly, bi-weekly, etc.</i>).
WEEKS	Type in the number of weeks that you wish to divide the amount by to reduce the payment to the proper weekly or period (<i>multiple weeks</i>) additive for FLSA rate computation. Example: Longevity which is paid twice a year would be divided by 26 for an FLSA Status of 'N' or 13 for an FLSA Status of 'J'.



This section allows you to input up to 5 different types of payments that are not part of regular or other earnings that is included in each bi-weekly paycheck. These payments must be captured for FLSA adjustment computations.

The following fields in the above table are either loaded from MSA or initialized during startup:

1. Emp No
2. Last Name, First Name and M.I.
3. Pay Status – A
4. Pay Code
5. FLSA Status
6. Hourly Rate
7. MSA Auto Pay Hrs
8. Hazardous Elig – N
9. Lane Diff Elig – N

BARG/CLASS PAYROLL FILE MAINTENANCE

The Barg/Class Payroll File contains the rates or amounts to pay for various D.O.E.'s, as well as eligibility for weekend differential and straight overtime.

The Barg/Class Payroll File Maintenance option allows you to add, change or delete records from the Barg/Class Payroll File. You can use the following table to identify the fields:

Description of Fields

FIELD	DESCRIPTION
BARGAINING UNIT	Type in a valid bargaining unit number.
JOB CLASS	Type in a valid job class number or zeros (the default).
FLSA REG HRS LIMIT	Type in the FLSA hours limit for FLSA calculation: 40 hrs for N status (1 week) 80 hrs for J status (2 weeks) 86 hrs for K status - Police (2 weeks) 106 hrs for K status - Fire (2 weeks) 171 hrs for K status - DOC (4 weeks) Type in zero if FLSA exempt
SOT ELIGIBLE	Type in 'Y' or 'N' if eligible or not for straight overtime.
WK DIFF ELIGIBLE	Type in 'Y' or 'N' if eligible or not for weekend differential.
MEAL ALLOWANCE	Type in the meal allowance rate per shift.
BONUS	Type in the bonus amount to be paid (<i>used for the bonus automatically calculated by the System</i>).
BONUS FREQUENCY	Type in the frequency of the bonus payment: A = Annual S = Semi-annual M = Monthly B = Bi-weekly W = Weekly <i>Note: When the bonus is paid each pay period, it is better to provide a bi-weekly amount rather than an annual amount since the System will divide by 26 rather than 26.1 to come up with the amount per pay period.</i>
CB MIN HRS PD FT	Type in the minimum number of hours to pay a full-time employee if they are called back (<i>not being used at this time</i>).
CB MIN HRS PD PT	Type in the minimum number of hours to pay a part-time employee if they are called back (<i>not being used at this time</i>).
IN CHARGE TYPE	Type in 'A' if in-charge premium is an amount per occasion or type in 'R' if it is a rate per hour.
ND CHARGE TYPE	Type in 'A' if night duty premium is an amount per occasion or type in 'R' if it is a rate per hour.

Description of Fields (con't)

FIELD	DESCRIPTION
STEP 1 OT RATE	Type in the overtime rate for nurse supervisors who have not received a SCOPE adjustment.
STEP 1 OT RATE2	Type in the overtime rate for nurse supervisors who have received a SCOPE adjustment.
SHIFT DIFF RATE	Type in the straight shift differential rate per hour.
WEEKEND DIFF RATE	Type in the weekend differential rate per hour.
IN CHARGE AMT/RTE	Type in the in-charge amount per occasion or rate.
SHIFT DIFF RATE2	Type in the straight shift differential rate per hour for employees who have received a SCOPE adjustment.
WEEKEND DIFF RATE2	Type in the weekend differential rate per hour for employees who have received a SCOPE adjustment.
FIRE & CRASH RATE	Type in the fire & crash rate per hour (<i>not being used at this time</i>).
HAZARDOUS DUTY RATE	Type in the hazardous duty rate per hour.
NIGHT DUTY AMT/RT	Type in either the night duty hourly rate or amount per occasion.
SNOW & ICE RATE	Type in the snow & ice rate per hour.
FREEZER & STORAGE RT	Type in the freezer & storage rate per hour (<i>not being used at this time</i>).
PREMIUM ND AMT/RT	Type in Zero.
OC/SB RATE	The on-call/stand-by rate.
PREMIUM OC/SB RATE	The premium rate for on-call/stand-by.
LANE DIFF RATE	The lane differential rate.
	<i>Note: For any differentials that do not apply, you may type in a zero or just press the <ENTER> key.</i>

The System is designed to use the following special function keys when in this menu option:

Special Function Keys

KEY	FUNCTION
CTRL^Z or F10	EXIT or QUIT.
RETURN (ENTER) ↵	Processes new or changed values that have been entered.
TAB or ⬅	Moves from field to field and leaves the contents of the field the same.
DOWN ARROW ↓	
UP ARROW ↑	Immediately brings you to the 'CONFIRM' option. <i>(Use this key to bypass field you do not want to change.)</i>
RIGHT ARROW ➡	Moves the cursor one position to the right <i>(at the end of the field, cursor will move to the next field on the right).</i>
LEFT ARROW ⬅	Moves the cursor one position to the left <i>(does not move to previous field to the left).</i>
BACKSPACE ⬅	Deletes error messages and returns you to the field where the error occurred. When not at error message will move the cursor one position to the left <i>(will not go to previous field).</i>
BACKSLASH or F12 \	Moves backward between fields.

TO USE THIS OPTION:

Select FILES from the Main Menu bar for a list of options. Then select the Barg/Class Payroll File Maintenance option. The following appears on your screen:

```

BARGAINING UNIT/JOB CLASS PAYROLL FILE MAINTENANCE

      MAIN MENU
      DEPARTMENT

      ADD      = A
      CHANGE  = C
      DELETE  = D
      END     = E
      ENTER OPTION: _
  
```

ADD OPTION

Use the following steps to add a new Bargaining Unit/Job Class record into the System pressing <ENTER> after each entry:

1. Type in 'A' at the prompt. The following appears on your screen:

```
ADD:      BARGAINING UNIT/JOB CLASS FILE
BARGAINING UNIT:  __  JOB CLASS:  __

FLSA REG HRS LIMIT:  ____  SOT ELIGIBLE:  _  WK DIFF ELIGIBLE:  _
MEAL ALLOWANCE:  ____  BONUS:  ____  BONUS FREQUENCY:  _
CB MIN HRS PD FT:  ____  CB MIN HRS PD PT:  ____  IN CHARGE TYPE:  _
                                                ND CHARGE TYPE:  _
STEP 1 OT RATE:  ____  STEP 1 OT RATE2:  ____  IN CHARGE AMT/RT:  ____
SHIFT DIFF RATE:  ____  WEEKEND DIFF RATE:  ____  WEEKEND DIFF RATE2:  ____
SHIFT DIFF RATE2:  ____  HAZARDOUS DUTY RATE:  ____  NIGHT DUTY AMT/RT:  ____
FIRE & CRASH RATE:  ____  FREEZER & STORAGE RT:  ____  PREMIUM ND AMT/RT:  ____
SNOW & ICE RATE:  ____  PREM OC/SB RATE:  ____  LANE DIFF RATE:  ____
OC/SB RATE:  ____
```



If all Job Classes within the Bargaining Unit are exactly the same, use 0000. For any Job Class that is an exception, you must add a separate Job Class record.

2. Type in a new 2-digit Bargaining Unit Code.
3. Type in a Job Class number or use zeros for the default.
4. Type in the remaining fields with 'valid' field information. (See the table of 'valid' field data on Page 43.) When the last field is completed, the following message will be on your screen:

DO YOU WISH TO ADD THIS RECORD? ENTER Y OR N <Y> N

5. Type in 'Y' to add the record or 'N' to cancel the process. Any entry other than 'Y' in this field will *not* allow the record to be added. The following message will appear on your screen:

RECORD ADDED (or, NOT ADDED) HIT RETURN TO PROCEED

6. Press <ENTER> to return to a new screen for adding other new records. By entering CTRL^Z or F10 at any point, you will be returned to the Main Menu.

CHANGE OPTION

- Use the following steps to change an existing Bargaining Unit/Job Class record pressing <ENTER> after each entry:
 1. Type in 'C' at the prompt. The cursor will be positioned at the BARGAINING UNIT field.
 2. Type in the Bargaining Unit and Job Class Number. The remaining fields will automatically *pre-fill* with the current information. The following prompt will be on your screen:

IS THIS THE RECORD YOU WISH TO CHANGE? ENTER Y OR N <Y>
 3. Type in 'Y' to select the record or type in 'N' to select a different record.
 4. Type in the valid changes by using the Tab key to move through the fields to make changes to the record. If the information in a field is correct, use the Down Arrow key to accept the data without changes.
 5. When the last field is completed the following message will be on your screen:

ARE THESE THE DESIRED CHANGES <Y>
 6. Type in 'Y' to change the record or type in 'N' to abort the change process. The following prompt will be on your screen:

RECORD UPDATED HIT RETURN KEY TO PROCEED
 7. Press <ENTER> to return to the top of a new screen for changing other records. By entering CTRL^Z or F10 at any point, you will be returned to the Main Menu.



At any point while in the Change option, you can use the Up Arrow to accept the remainder of the record as displayed and you will immediately go to the Confirm prompt.

DELETE OPTION

- Use the following steps to delete an existing Bargaining Unit/Job Class record pressing <ENTER> after each entry:
 1. Type in 'D' at the prompt.
 2. Type in the Bargaining Unit and Job Class numbers for the record you want to delete. The selected record will *pre-fill* and be displayed on your screen along with the following prompt:

IS THIS THE RECORD YOU WISH TO DELETE? ENTER Y OR N <N>?
 3. Type in 'Y' to select the record or 'N' to select a different record. The following prompt will be on you screen:

CONFIRM DELETE Y OR N <N>
 4. Type in 'Y' to delete the record or 'N' to abort the delete process. The following prompt will be on your screen:

RECORD DELETED HIT RETURN TO PROCEED
 5. Enter CTRL^Z or F10 at any point and you will be returned to the Main Menu.

PAYROLL CODES FILE MAINTENANCE

Use the Payroll Codes File Maintenance option to add, change or delete the D.O.E. and extended distribution codes used to create the ZtPay transaction records.

The System is designed to use the following special function keys while using this menu option:

Special Function Keys

KEY	FUNCTION
CTRL^Z or F10	EXIT or QUIT.
RETURN (ENTER) ↵	Processes new or changed values that have been entered.
TAB or ⬅	Moves from field to field and leaves the contents of the field the same.
DOWN ARROW ⬇	
UP ARROW ⬆	Blanks all fields.
RIGHT ARROW ➡	Moves the cursor one position to the right (<i>at the end of the field, cursor will move to the next field on the right</i>).
LEFT ARROW ⬅	Moves the cursor one position to the left (<i>does not move to previous field to the left</i>).
BACKSPACE ⬅	Deletes error messages and returns you to the field where the error occurred. When not at error message will move the cursor one position to the left (<i>will not go to previous field</i>).
BACKSLASH or F12 \	Moves backward between fields.

TO USE THIS OPTION:

Select FILES from the Main Menu bar for a list of options and then select the Payroll Codes File Maintenance option. The following appears on your screen:

PAYROLL CODES FILE MAINTENANCE	
MAIN MENU	
ADD	= A
CHANGE	= C
DELETE	= D
LIST	= L
END	= E
ENTER OPTION?	█

ADD OPTION



In order to add a new Payroll Code for your agency, the Code must be previously defined in the System.

Use the following steps to add a new Payroll Code into the System pressing <ENTER> after each entry:

1. Type in 'A' at the prompt. All Payroll Codes must be *previously* defined in the Time & Attendance System (see the table on the following pages for descriptions of 'valid' codes). The following appears on your screen:

PAYROLL CODES FILE MAINTENANCE				
ADD OPTION				
O.E. DESC	TRAN CODE	OT CODE	D.O.E.	EXTENDED DISTRIBUTION
█	R1	-	-	-

All codes added must be *pre-defined* in the System.

**** NOTE: ENTER CTRL(Z) TO RETURN TO MAIN MENU ****

2. Type in a valid 3-letter O.E. (Other Earnings) description.
3. Type in a valid Transaction Code (R1 is the only valid code).
4. Type in a valid OT Code, if applicable (J, 1 or H are the only valid codes).
5. Type in a valid D.O.E. Code.
6. Type in a valid 3-digit Extended Distribution – Major/Minor Code. When the last field is completed, the following message will be on your screen:

DO YOU WISH TO ADD THIS RECORD? ENTER Y OR N <Y> N

7. Type in 'Y' to add the record or 'N' to cancel the process. Any entry other than 'Y' in this field will not allow the record to be added. The following message will appear on your screen:

RECORD ADDED (or, NOT ADDED) HIT RETURN TO PROCEED

8. Press <ENTER> to return to your screen for adding other new records. By pressing CTRL^Z or F10 at any point, you will be returned to the Payroll Codes File Maintenance Menu.

CHANGE OPTION

To change the Payroll Codes listed for your agency, use the following steps pressing <ENTER> after each entry:

1. Type in 'C' at the prompt. Your screen will look similar to the following:

```

PAYROLL CODES FILE MAINTENANCE
CHANGE OPTION
O.E. DESC      TRAN CODE  OT CODE  D.O.E.  EXTENDED
  _____  _____  _____  _____  DISTRIBUTION
                R1          -          -          _____

** NOTE: ENTER CTRL(2) TO RETURN TO MAIN MENU **
```

2. Type in the O.E. Description for the Payroll Code File you wish to change. Your screen will look similar to the following:

```

PAYROLL CODES FILE MAINTENANCE
CHANGE OPTION
O.E. DESC      TRAN CODE  OT CODE  D.O.E.  EXTENDED
  _____  _____  _____  _____  DISTRIBUTION
    BNS          R1          18          198

When this field is filled,
the rest of the fields will
automatically pre-fill.

** NOTE: ENTER CTRL(2) TO RETURN TO MAIN MENU **
DO YOU WISH TO CHANGE THIS RECORD? ENTER Y OR N <Y? █
```

3. Type in 'N' if it is not the correct record or 'Y' if it is the correct record.
4. Type in the changes you wish to make. When the last field is completed, the following message will be on your screen:

ARE THESE THE DESIRED CHANGES? Y OR N <Y>

5. Type in a 'Y' and the following prompt will be on you screen:

RECORD UPDATED HIT RETURN KEY TO PROCEED ?

6. Press <ENTER>, you will be brought back to the CHANGE OPTION screen.

LIST OPTION

- Use the following steps to list the existing Payroll Codes available to your agency:
 1. Type in 'L' on the Payroll Codes File Maintenance Menu. Your screen will look similar to the following:



The codes in this example are not necessarily 'valid' codes for your agency. Run the List option to determine your agency's valid codes.

PAYROLL CODES FILE MAINTENANCE				
LIST OPTION				
O.E. DESC	TRAN CODE	OT CODE	D.O.E.	EXTENDED DISTRIBUTION
BNS	R1		18	198
CBK	R1		20	
CBO	R1		20	
DOT	R1	2	13	107
FIR	R1		05	
FLS	R1		2A	107
FNC	R1	J	15	107
HLP	R1	J	17	114
HOL	R1	1	17	114
HTO	R1	H	10	107
HUP	R1		26	114
HZD	R1		19	117
ICP	R1		04	108
LND	R1		21	120

ENTER "V" TO CONTINUE LIST DISPLAY, "N" FOR MAIN MENU █

2. Press 'Y' to continue to list codes or 'N' to return to the Payroll Codes File Maintenance Menu.

The following table lists all the valid codes in the System for all agencies:

O.E. DESC	DESCRIP	TRANS CODE	OT CODE	D.O.E.	EXTENDED DIST
BNS	Bonus	R1		18	198
FLS	FLSA Adj.	R1		2A	107
HLP	Premium Holiday	R1	J	17	114
HOL	Regular Holiday	R1	1	17	114
HTO	Half time OT	R1	H	1D	107
HUP	Holiday Unused Pay	R1		26	114
HZD	Hazardous Duty	R1		19	117
ICP	In-Charge	R1		04	108
LND	Lane Diff	R1		22	120
MLA	Meal Allowance	R1		23	116
NDU	Night Duty	R1		22	199
ONC	On-call	R1		22	199
OVT	Time & a half OT	R1		15	107
SAI	Snow & Ice	R1		19	110
SD2	1 ½ Shift Diff	R1		12	108
SOT	Straight OT	R1		14	107
SSD	Straight Shift Diff	R1		11	108
WKD	Weekend Diff	R1		11	108

END OPTION

By typing in 'E' and then pressing <ENTER> or CTRL^Z, you will return to the Payroll Codes File Maintenance Menu.

LONGEVITY FILE MAINTENANCE

The Longevity program can be added to your Time & Attendance System to calculate, record and report longevity bonuses due your employees.

The Longevity file includes employee information as well as work history and longevity pay information. The Longevity program then uses the dates and other information in the Employee Master File and the employee Attendance Records to maintain longevity bonus information. These bonuses are calculated and recorded as of the pay periods that include April 1st and October 1st of each year.

The Longevity File Maintenance option allows you to perform the following:

1. Add new employees to the Longevity Program.
2. Enter or change longevity balances.
3. Change Salary Codes.
4. Change the ASOF date (if necessary).
5. Display employment history and pay longevity records.

TO USE THIS OPTION:

Select FILES from the Main Menu bar for a list of options and then select the Longevity File Maintenance option. The following appears on your screen with your cursor at the No: field:



If you don't know the number of the employee use the Tab key to move to the Employee Name field (or you can just press <ENTER>). You can also use the Shift + Tab keys to move backwards to the Number field.

[Longevity Employee Information]										
No:	Name:							Date:		
State Hire Date:		BOSS Hire Date:								
Salary Plan		Employee Selection				or 04/01/1997				
Plan	Group	S	No:	Name:			Dys 09/30/1997			
Code:	D		Yes			No	Nxt	Pru	Exit	
Status									Longevity	
F/P	Start	End	Yrs Mos Dys		Yrs Mos Dys		Payment Amount			
Note:										

1. Type in the number of the employee and then press <ENTER>. The Employee Name field pre-fills on your screen.

If you are adding a new employee turn to Page 55 for instructions. If you don't know the number of the employee, use the Tab key or the Right Arrow key to move to the Employee Name field or just press <ENTER>.

2. At the Employee Name field, type in as many letters of the employee's name that you are sure of (the System will select the closest match from the letters you entered). Your cursor is positioned at the Yes prompt at the bottom of the Employee Selection box. By pressing <ENTER> with no typing, the name of the first person in alphabetic sequence is filled in.
3. Use the Tab key or the Right or Left Arrow key to move between the following prompts at the bottom of the Employee Selection box:
 - Yes – Press if this is the correct employee.
 - No – Press if this is not the correct employee.
 - Nxt – Press to move to the next alphabetical employee.
 - Prv – Press to move to the previous alphabetical employee.
 - Exit – Press to have the Longevity Employee Information screen appear with the cursor at the SELECT EMP prompt.
4. Press YES and the following appears on your screen with the longevity information for the employee filled in. The cursor is blinking at the SELECT EMP field on the menu bar at the bottom of your screen:

[Longevity Employee Information]

No: 999999 Name: PLIMPTON, HILARY Date: 07/15/1998

State Hire Date: 12/31/1982 BOSS Hire Date: 12/31/1982

Salary Plan			Balances			Entered			Computed for			
Plan	Group	Step	As Of	Vrs	Mos	Dys	Vrs	Mos	Dys	Vrs	Mos	Dys
MP	00	00	09/30/1997	14	09	02	15	09	02	09/30/1998	09/30/1998	09320.50

Code: CT Department / Agency : Department of Correction

Status	Date	End	Earned			Unpaid			Longevity
F/P	Start		Vrs	Mos	Dys	Vrs	Mos	Dys	Payment Amount
F	12/31/1982		00	00	00	00	00	00	

Note: [REDACTED]

Menu Bar →

SELECT EMP ENTR BALS CHG DATE CHG SAL CDOS HISTORY/PAY EXIT
Select an Employee Record

5. You can use the Right Arrow key or the Tab key to move to any of the following menu selections:
 - SELECT EMP – Brings up the Employee Selection box and lets you type in the Name or Number of another employee to work on.
 - ENTR BALS – Lets you enter or change the ASOF balances for the employee.
 - CHG DATE – Lets you change the ASOF date for the selected employee.
 - CHG SAL CDs – Lets you change the Salary Plan, Group or Step for the selected employee.
 - HISTORY/PAY – Lets you Add, Change or Display, Longevity History and Pay Records for the employee.
 - EXIT – Returns you to the Main Menu bar.

SELECT EMP

To select an employee to Add or Change Longevity information for use the following steps:

1. Press <ENTER> at the SELECT EMP prompt. The following will be on your screen:

Employee Selection

No: Name:

2. Type in the full number of the employee you wish to work on and then press <ENTER>; or use the Tab or the Right Arrow key (or just press <ENTER>) to move to the Employee Name field.
3. Type in the name of the employee or just the first few letters of the name. The field will pre-fill with the first name that matches the letters you typed in. If the employee has not been entered into the longevity process the following message will be at the bottom of your screen:

I - No longevity records found for PLIMPTON

ADDING A LONGEVITY RECORD

Use the following steps to add a longevity record for an employee:

1. Follow the process outlined in Steps 1-3 above to select an employee from the Employee Master File. If the employee you entered does not have a longevity record, your screen will be similar to the following with the cursor at the Yes prompt:

Longevity bonuses are calculated only twice a year, so this date will either be 3/31 or 9/30.

Your cursor will be here.

[Longevity Employee Information]

No: 999999 Name: PLIMPTON, HILARY Date: 07/17/1998

State Hire Date: 12/31/1982 BOSS Hire Date: 12/31/1982

Salary Plan			Balances			Entered			Computed for			
Plan	Group	Step	As Of	Yrs	Mos	Dys	Yrs	Mos	Dys	Yrs	Mos	Dys
			03/31/1998	00	00	00	00	00	00	00	00	00

Code: CT Department / Agency : Central Office

Status	Start	Date	End	Earned			Unpaid			Longevity
F/P				Yrs	Mos	Dys	Yrs	Mos	Dys	Payment Amount
		12/31/1982		00	00	00	00	00	00	

Note:

DO you want to Add a Longevity Record ?

2. Press <ENTER> at the YES prompt. The following message will be at the bottom of your screen:

I – Longevity Records Added

3. You can now enter the Starting Balances and the Salary Plan in the appropriate fields using the menu options shown on the menu bar.

ENTR BALs



You cannot add starting balances for an employee until you have added the employee to the longevity process.

The ENTR BALs option allows you to enter the Years, Months and Days of longevity earned by each employee up to the Balances As Of Date (this date is set when the longevity records is created).

To enter new records or change balances for an employee *already in the longevity system* the employee must be active (not terminated) in the Employee Master File. This information is then sufficient for the Longevity program to calculate bonus amounts.

- Use the following steps to add or change longevity balances:
 1. Follow the process outlined in Steps 1-3 above to select an employee from the Employee Master File.
 2. Press <ENTER> at the ENTR BALs prompt. The following will be on your screen with the cursor blinking at the Yrs field:

Your cursor will be here.

[Longevity Employee Information]											
No: 999999			Name: PLIMPTON, HILARY						Date: 07/15/1998		
State Hire Date: 12/31/1982				BOSS Hire Date: 12/31/1982							
Salary Plan			Balances			Entered			Computed for		
Plan	Group	Step	As Of			Yrs Mos Dys			Yrs Mos Dys		
MP	00	00	09/30/1997			14 09 02			15 09 02		
Code: CT Department / Agency : Department of Correction											
Status	Date		Earned			Unpaid			Longevity		
F/P	Start	End	Yrs	Mos	Dys	Yrs	Mos	Dys	Payment Amount		
F	12/31/1982		00	00	00	00	00	00			
Note: _____											
[SELECT EMP] [ENTR BALs] [CHG DATE] [CHG SAL CDES] [HISTORY/PAY] [EXIT] Select an Employee Record											

3. Type in the number of years to be used as a starting balance (must be in two-digit format, i.e., 05, 06, 11, etc.) and then press <ENTER>. The cursor will move to the Mos field.
4. Type in the number of months (must be in two-digit format, i.e., 05, 06, etc. and cannot exceed 11) to be used as a starting balance and then press <ENTER>. The cursor will move to the Dys field.

5. Type in the number of days (must be in two-digit format, i.e., 05, 06, etc., and cannot exceed 29) and then press <ENTER>. The following will now be on your screen:

[Longevity Employee Information]														
No: 999999			Name: PLIMPTON, HILARY						Date: 07/20/1998					
State Hire Date: 12/31/1982						BOSS Hire Date: 12/31/1982								
Salary Plan			Balances			Entered			Computed for					
Plan	Group	Step	As Of			Yrs Mos Dys			Yrs Mos Dys					
MP	80	10	03/31/1998			12 11 22			13 05 22 01018.75					
Code: CT Department / Agency : Central Office														
Status		Date		Earned			Unpaid			Longevity				
F/P	Start	End	Yrs Mos Dys			Yrs Mos Dys			Payment Amount					
0	12/31/1982		00 00 00			00 00 00								
Note: [REDACTED]														
SELECT EMP			ENTR BALs			Update This Record ?			ISTORY/PAY			EXIT		
Enter or Change the ASOF Ba						Yes No Cancel								

Your cursor will be here.

6. Use the Arrow keys to move between the selections in the Update This Record ? box and then do any of the following:
 - a. Press Yes to accept the values you entered.

The Computed for Dates and the Yrs, Mos, and Dys fields as well as the Amount will be recomputed and displayed each time a change is made to a record. The fields show the balances and amount for the pending longevity cycle. If the amount cannot be calculated appropriate messages will be at the bottom of your screen.
 - b. Press No and you will be returned to the menu bar at the bottom of your screen to be able to select another employee or function.
 - c. Press Cancel to be returned to the Yrs, Mos, Dys fields and to be able to enter or change the balance information for this employee.

CHG DATE



The "Balances As Of" date should only have to be entered once. However, the System allows you to re-enter or change this date if it should become necessary.

The Chg Date option allows you to change the ASOF Date of the longevity record. This option, however, is not available at the time this manual was printed.

CHG SAL CDE's (Change Salary Codes)



Each Agency on the Time & Attendance System will have different codes that are used in the Salary Plan Section.

The Salary Plan section of the Longevity Employee Information Screen has the following three separate fields that need to be filled in:

1. Plan
2. Group; and
3. Step

These fields accept data from the State Comptroller's Office Payroll System and are updated with the latest data each March and September before the longevity cycles of April 1st and October 1st. Each state agency will have its own distinguishing codes for all three of the Salary Plan fields.

Use the following steps to change the Salary Codes for a selected employee:

1. Press <ENTER> at the CHG SAL CDE's prompt. The following will be on your screen:

Your cursor will be here.

[Longevity Employee Information]															
No: 999999		Name: PLIMPTON, HILARY				Date: 07/15/1998									
State Hire Date: 12/31/1982					BOSS Hire Date: 12/31/1982										
Salary Plan		Balances		Entered		Computed for 04/01/1998									
Plan	Group	Step	As Of		Yrs	Mos	Dys	Yrs	Mos	Dys					
MP	60	00	09/30/1997		14	09	02	15	09	02					
Code: CT		Department / Agency : Department of Correction													
Status	Date		Earned			Unpaid			Longevity						
F/P	Start	End	Yrs	Mos	Dys	Yrs	Mos	Dys	Payment Amount						
F	12/31/1982		00	00	00	00	00	00							
Note: [REDACTED]															
<table border="0"> <tr> <td>SELECT EMP</td> <td>ENTR BALS</td> <td>CHG DATE</td> <td>CHG SAL CDES</td> <td>HISTORY/PAY</td> <td>EXIT</td> </tr> </table>										SELECT EMP	ENTR BALS	CHG DATE	CHG SAL CDES	HISTORY/PAY	EXIT
SELECT EMP	ENTR BALS	CHG DATE	CHG SAL CDES	HISTORY/PAY	EXIT										
Select an Employee Record															

2. Type in the two-letter code for the Salary Plan the selected employee is on and then press <ENTER>. Your cursor will move to the Group field.
3. Type in the two-digit numeric code that represents the Group the employee is in and then press <ENTER>. Your cursor will move to the Step field.
4. Type in the two-digit numeric code that represents the Step the employee is in and then press <ENTER>. The information you entered will then be validated by the System.

If the information you entered in the Salary Plan fields is incorrect, an error message (see a list of Error Messages at the end of this section) will be displayed. You will not be able to continue until a valid combination for the three fields has been typed in.

When you have entered valid information your screen will look similar to the following:

[Longevity Employee Information]									
No: 999999		Name: PLIMPTON, HILARY				Date: 07/20/1998			
State Hire Date: 12/31/1982					BOSS Hire Date: 12/31/1982				
Salary Plan		Balances		Entered		Computed for		04/01/1998	
Plan	Group	Step	As Of	Yrs	Mos	Dys	Yrs	Mos	Dys
MP	80	10	03/31/1998	12	11	22	13	05	22
Code: CT Department / Agency : Central Office									
Status	Date		Earned		Unpaid		Longevity		
F/P	Start	End	Yrs	Mos	Dys	Yrs	Mos	Dys	Payment Amount
F	12/31/1982		00	00	00	00	00	00	
Note: [REDACTED]									
SELECT EMP		ENTR BALS		Update This Record ?			HISTORY/PAY		EXIT
Enter or Change the ASOF Ba				Yes			No		
				Cancel					

Your cursor will be here.

5. Use the Arrow keys to move between the selections and then do any of the following:

a. Press Yes to accept the values you entered.

The Computed for Dates and the Yrs, Mos, and Dys fields as well as the Amount will be recomputed and displayed each time a change is made to a record. The fields show the balances and amount for the pending longevity cycle. If the amount cannot be calculated an appropriate message will be on your screen.

b. Press No and you will be returned to the menu bar at the bottom of your screen. You can then select another employee or function.

c. Press Cancel to be returned to the Plan, Group and Step fields to enter or change the information for this employee.

HISTORY/PAY

- To enter new History/Pay records or to change existing records use the following steps:

1. Follow Steps 1-3 on Page 55 to select an employee. The following will be on your screen with the cursor at the SELECT EMP prompt:

[Longevity Employee Information]									
No: 999999		Name: PLIMPTON, HILARY				Date: 07/15/1998			
State Hire Date: 12/31/1982					BOSS Hire Date: 12/31/1982				
Salary Plan		Balances		Entered		Computed for		04/01/1998	
Plan	Group	Step	As Of	Yrs	Mos	Dys	Yrs	Mos	Dys
MP	80	00	03/30/1997	14	09	02	15	09	02
Code: CT Department / Agency : Department of Correction									
Status	Date		Earned		Unpaid		Longevity		
F/P	Start	End	Yrs	Mos	Dys	Yrs	Mos	Dys	Payment Amount
F	12/31/1982		00	00	00	00	00	00	
Note: [REDACTED]									
SELECT EMP		ENTR BALS		CHG DATE		CHG SAL CDES		HISTORY/PAY	
Select an Employee Record									

Your cursor will be here.

- Use the Tab key or the Arrow keys to move to the HISTORY/PAY prompt and then press <ENTER>. The following will be on your screen with the cursor at the CHANGE prompt:

History/Pay section of the Longevity Screen.

[Longevity History / Pay File]

No: 999999 Name: PLIMPTON, HILARY Date: 07/20/1998

State Hire Date: 12/31/1982 BOSS Hire Date: 12/31/1982

Salary Plan	Balances	Entered	Computed for
Plan Group Step	As Of	Yrs Mos Dys	Yrs Mos Dys
MP 80 10	03/31/1998	00 00 00	00 06 00 00000.00

Code: CT Department / Agency : Central Office

Status	Date	Earned	Unpaid	Longevity
F/P	Start End	Yrs Mos Dys	Yrs Mos Dys	Payment Amount
F	12/31/1982	00 00 00	00 00 00	

Note: _____

SELECT EMP
ADD
CHANGE
DISPLAY
EMP INFO

Change an existing Longevity History Record

Your cursor will be here.

- Use the Right Arrow key or the Tab key to move to any of the following menu selections:
 - SELECT EMP – Lets you select a different employee longevity record.
 - ADD – Adds a Longevity History/Pay Record.
 - CHANGE – Changes an existing Longevity History/Pay Record.
 - DISPLAY – Displays a list of all Longevity History/Pay Records (for the selected employee).
 - EMP INFO – Returns you to the Longevity Employee Information Screen.

ADDING A LONGEVITY HISTORY RECORD

To add a longevity history record for an employee use the following steps:

- Follow the process outlined in Steps 1-3 on Page 55 to select an employee from the Employee Master File. The following menu bar will be at the bottom of the screen:

SELECT EMP
ENTR BALS
CHG DATE
CHG SAL CDES
HISTORY/PAY
EXIT

Select an Employee Record

- Use the Tab key or the Arrow keys to move to the History/Pay option from the menu bar selection and then press <ENTER>. The following menu bar will be at the bottom of the screen with the cursor blinking at the Change option:

SELECT EMP
ADD
CHANGE
DISPLAY
EMP INFO

Change an existing Longevity History Record

- Use the Tab key or the Arrow keys to move to the ADD option on the menu bar. Your screen will look similar to the following with the cursor blinking at the Code field:

Your cursor will be here.

[Longevity History / Pay File]												
No: 999100		Name: WILTON, WILLIAM					Date: 08/10/1998					
State Hire Date: 03/16/1994				BOSS Hire Date: 09/16/1994								
Salary Plan			Balances			Entered			Computed for			
Plan	Group	Step	As Of	Yrs	Mos	Dys	Yrs	Mos	Dys	Yrs	Mos	Dys
CR	14	02	03/31/1997	05	09	15	07	03	15	00	00	00
Code: CT Department / Agency : Central Office												
Status	Date		Earned			Unpaid			Longevity			
F/P	Start	End	Yrs	Mos	Dys	Yrs	Mos	Dys	Payment Amount			
F			00	00	00	00	00	00				
Note: _____												
SELECT EMP ADD CHANGE DISPLAY EMP INFO Add a Longevity History Record												

Use the following steps to type in new information pressing <ENTER> after each entry:

- Code – Valid Codes are CT, MIL, and OTH.
- Department/Agency – Field should pre-fill with your agency name.
- Status – Only an entry of F for Full Time or P for Part Time is allowed.
- Start Date and End Date – Must be valid dates that do not overlap with any other CT, MIL or OTH record dates or the following message will appear:
 - E - Start Date falls in existing CT interval, 02/19/1993 to Present*
- Earned Yrs, Mos and Dys – Years must be in two-digit format, Months must be in two-digit format and can be no more than 11, and Days must be in two-digit format and can be no more than 29.
- Unpaid Yrs, Mos and Dys – Use the same criteria as in 'Earned' in 5 above.
- Comments or notes that you want to be part of the record.


When you have finished entering information in the fields in the History/Pay Section, the following will be on your screen:

SELECT EMP ADD Change an existing Longevit	Update This Record ? Yes No Cancel	EMP INFO
--	---	----------

- Use the Arrow keys to move between the selections and then do any of the following:
 - Press Yes to accept the values you entered.

- b. Press No and you will be returned to the previous menu bar at the bottom of your screen. You can then select another employee or function.
- c. Press Cancel to be returned to the Code field to enter or change the information for this employee.

CHANGING A LONGEVITY HISTORY RECORD

 Directions for changing records with the PAY Code are two pages ahead in this section.

To change a longevity history/pay record with Codes of CT, MIL or OTH for an employee use the following steps:

1. Follow the process outlined in Steps 1-3 on Page 55 to select an employee from the Employee Master File. The following menu bar will be at the bottom of the screen:



2. Use the Tab key or the Arrow keys to move to the History/Pay option from the menu bar selection and then press <ENTER>. The following menu bar will be at the bottom of the screen with the cursor blinking at the Change option:



3. Use the Tab key or the Arrow keys to move to the CHANGE option on the menu bar. A selection box similar to the following will be on your screen:

Directions for changing records with the PAY Code are two pages ahead in this section.

Cde	F/P	Start	End	Earned	Unpaid	Pay Amt
CT	F	01/01/1917	02/01/1917	11 11 11	11 11 11	11
CT	F	01/01/1919	01/01/1920	02 02 02	02 02 02	02
CT	F	02/19/1993		00 00 00	00 00 00	00
CT	F	02/19/1993	11/06/1997	00 00 00	00 00 00	00
PAY	F	04/01/1997	09/30/1997	00 06 00	00 00 00	00
PAY	F	10/01/1997	03/31/1998	00 06 00	00 00 00	00

4. Use the Up or Down Arrow keys to move to the record you wish to change and press <ENTER>. The record you selected will be on your screen with all the fields in the History/Pay Section filled in and available for changing (except for Longevity Payment Amount field, which is not used for history). Your screen will look similar to the following:

Code: CT	Department / Agency : Central Office			
Status	Date	Earned	Unpaid	Longevity
F/P	Start	End	Yrs Mos Dys	Yrs Mos Dys Payment Amount
F	01/01/1919	01/01/1920	02 02 02	02 02 02
Note:				

5. Type in the information that you wish to change pressing <ENTER> after each entry. When you have finished changing information in the fields in this Section (History/Pay) the following will be on your screen:

SELECT EMP	ADD	Update This Record ?	EMP INFO
Change an existing Longevit		Yes No Cancel	

6. Use the Arrow keys or the Tab key to move between the selections and then do any of the following:
 - a. Press Yes to accept the values you entered.
 - b. Press No and you will be returned to the previous menu bar at the bottom of your screen. You can then select another employee or function.
 - c. Press Cancel to be returned to the Code field to enter or change the information for this employee.

To change a longevity history/pay record with a Code of PAY for an employee use the following steps:

1. Follow the process outlined in Steps 1-3 on Page 55 to select an employee from the Employee Master File. The following menu bar will be at the bottom of the screen:

SELECT EMP	ENTR BALS	CHG DATE	CHG SAL CODES	HISTORY/PAY	EXIT
Select an Employee Record					

2. Use the Tab key or the Arrow keys to move to the History/Pay option from the menu bar selection and then press <ENTER>. The following menu bar will be at the bottom of the screen with the cursor blinking at the Change option:

SELECT EMP	ADD	CHANGE	DISPLAY	EMP INFO
Change an existing Longevity History Record				

3. Use the Tab key or the Arrow keys to move to the CHANGE option on the menu bar. A selection box similar to the following will be on your screen:

Cde	F/P	Start	End	Earned			Unpaid			Pay Amt
CT	F	01/01/1917	02/01/1917	11	11	11	11	11	11	11
CT	F	01/01/1919	01/01/1920	02	02	02	02	02	02	02
CT	F	02/19/1993		00	00	00	00	00	00	00
CT	F	02/19/1993	11/06/1997	00	00	00	00	00	00	00
PAY	F	04/01/1997	09/30/1997	00	06	00	00	00	00	00
PAY	F	10/01/1997	03/31/1998	00	06	00	00	00	00	00

4. Use the Up or Down Arrow keys to move to the PAY record you wish to change and press <ENTER>. The record you selected will be on your screen with all the fields in the History/Pay Section filled in. Your screen will look similar to the following:

Code: PAY	Department / Agency : Central Office								
Status	Date	Earned			Unpaid			Longevity	
F/P	Start	End	Yrs	Mos	Dys	Yrs	Mos	Dys	Payment Amount
F	01/01/1919	01/01/1920	02	02	02	02	02	02	02
Note:									

5. Type in the information that you wish to change in the following fields pressing <ENTER> after each entry:
 - a. Code – Codes cannot be changed from PAY.
 - b. Department/Agency – Pre-fills with your agency name.
 - c. Status – Must be F or P.
 - d. Start Date – Brings up a selection box similar to the following:

Select Longevity Cycle
04/01/1996 - 09/30/1996
10/01/1996 - 03/31/1997
04/01/1997 - 09/30/1997

- 1.) Use the Arrow keys to move to the Longevity Cycle that you wish to change and then press <ENTER>. The cursor will move to the Earned Mos field.
- 2.) Enter the number of months to change (cannot be more than 11) and then press <ENTER>. The cursor will move to the Earned Dys field.
- 3.) Enter the number of days to change (cannot be more than 29) and then press <ENTER>. The cursor will move to the Unpaid Mos field.
- 4.) Use the same procedure as used for entering the Earned Mos and Dys above and then press <ENTER>. The cursor will move to the Longevity Payment Amount field.

- e. Longevity Payment Amount – Type in the dollar amount of the longevity payment.
 - f. Note – Type in any notes that you want to be made part of the record.
6. When you have finished changing information in the fields in this Section (History/Pay) the following will be on your screen:

SELECT EMP ADD Change an existing Longevit	Update This Record ? Yes No Cancel	EMP INFO
--	---	----------

7. Use the Arrow keys or the Tab key to move between the selections and then do any of the following:
- a. Press Yes to accept the values you entered.
 - b. Press No and you will be returned to the previous menu bar at the bottom of your screen. You can then select another employee or function.
 - c. Press Cancel to be returned to the Code field to enter or change the information for this employee.

DISPLAYING A LONGEVITY HISTORY RECORD

To display all longevity history/pay records for an employee use the following steps:

1. Follow the process outlined in Steps 1-3 on Page 55 to select an employee from the Employee Master File.
2. Use the Tab key or the Arrow keys to move to the History/Pay option from the menu bar selection and then press <ENTER>. The following will be on your screen with the cursor blinking at the first history record:

Your cursor will be here.

Cde	F/P	Start	End	Earned	Unpaid	Pay Amt
CT	F	01/01/1917	02/01/1917	11 11 11	11 11 11	11 11
CT	F	01/01/1919	01/01/1920	02 02 02	02 02 02	02 02
CT	F	02/19/1993		00 00 00	00 00 00	00 00
CT	F	02/19/1993	11/06/1997	00 00 00	00 00 00	00 00
PAY	F	04/01/1997	09/30/1997	00 06 00	00 00 00	00 00
PAY	F	10/01/1997	03/31/1998	00 06 00	00 00 00	00 00

3. Use the Up or Down Arrow keys to move to any record and then press <ENTER>. The record you selected will be on your screen with all the fields in the History/Pay Section filled in. Your cursor will be positioned at the Change option on the menu bar.
4. If you want to make any changes to the record that is on your screen, just press <ENTER> at the Change option and once again you will be shown the list of records to select from and be able to make changes to the History/Pay section for that employee.

EXIT



F10 at most fields will place you at the menu bar at the bottom of the screen.



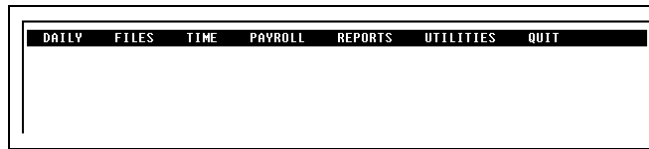
F10 on a menu bar option will return you to the previous menu.

To exit from the History/Pay option use the following steps:

1. Use the Arrow keys or the Tab key to move to the Exit option shown below on the menu bar:



2. Press <ENTER> and you will be at the Time & Attendance Main Menu bar shown below:



Error Messages



Other Error Messages may appear that are self-explanatory.

The following Error Messages may appear on your screen while your are in the History/Pay option of the Time & Attendance System.

I – NOT CALCULATED Employee terminated during this longv period

I – NOT CALCULATED Employee FT/PT Status Changed

– I – NOT CALCULATED Attendance found across multiple agencies

– I – NOT CALCULATED No LONGEMP record found

– I – NOT CALCULATED No Longevity History records found

– I – NOT CALCULATED No EMPHST history attendance records found

– I – NOT CALCULATED Employee Type = Not eligible for Longevity

I – NOT CALCULATED Invalid Salary Code Information

Screens

The Longevity Program has two screens for you to enter data.

1. The Longevity Employee Information Screen (sometimes called Screen 1);
OR
2. Longevity History/Pay File Screen (sometimes called Screen 2).

The following table lists the fields accessible from each screen together with a description of the information in the fields.

Description of Fields – Longevity Employee Information Screen

FIELD	DESCRIPTION
Employee Number	Number of the employee.
Employee Name	Name of the employee.
Date	Today's Date.
State Hire Date	From APS original Hire Date (if available or TAS Hire Date).
BOSS Hire Date	TAS Hire Date.
Salary Plan Plan Group Step	These three fields are assigned by the State Comptrollers Office and are different for each State Agency.
Balances as Of Entered Yrs Mos Dys	3/31 or 9/30 prior to the record creation. The balances of longevity service earned up to the AS OF DATE.
Computed for Yrs Mos Dys	Shows the projected longevity service total and amount for the dates shown (on the right).

Description of Fields – Longevity History/Pay File Screen

Code	CT, MIL, OTH and PAY (Pay is System generated and cannot be entered manually or edited).
Department/Agency	Name of your Department or Agency (automatically generated by the System, but can be overwritten and edited).
Status	Must be an entry of either F for Full Time or P for Part Time
Date Start End	Start date of this work history/pay record. End Date of this work history/pay record (if blank indicates this is an "open" work history record).
Earned Yrs Mos Dys	Years, months and days of service for this work history/pay record.
Unpaid Yrs Mos Dys	Years, months and days of unpaid service for this work history/pay record.
Longevity Payment Amount	Indicates Longevity Payment given at end of the pay cycle (for pay records only).
Note	Allows you to enter any notes that you would like to be made part of the Longevity History/Pay record for the employee.

SALSPLIT FILE MAINTENANCE

The Salsplit File Maintenance option allows you to maintain the information necessary to automate the splitting of regular, overtime, shift differential and other payroll records to multiple account codes. You can use this option only for Auto Pay Hours.

In MSA Payroll Interface, part time, override, overtime and shift differential hours are split.

Salary split records identify the percentages to be split and the account code to be charged. This information must be maintained here as well as in the Comptroller's Payroll System.

TO USE THIS OPTION:

Select FILES from the Main Menu bar for a list of options and then select the Salsplit File Maintenance option. The following will be on your screen:

The screenshot displays a terminal window titled "EMPLOYEE SALARY SPLITS". Inside the window, there is a sub-section titled "Employee Selection". This section contains two input fields: "No:" followed by a blacked-out box, and "Name:" followed by a blacked-out box. Below these fields are five buttons: "Yes", "No", "Nxt", "Prv", and "Exit". At the bottom of the main window, there are four buttons: "Add", "Change", "Delete", and "Exit".

1. Type in the number of the employee and then press <ENTER>. The Employee Name field pre-fills on your screen. If you don't know the number of the employee, use the Tab key or the Right Arrow key to move to the Employee Name field (or just press <ENTER>).
2. At the Employee Name field, type in as many letters of the employee's name that you are sure of (the System will select the closest match from the letters you entered). Pressing <ENTER> with no typing brings up the first person in alphabetic sequence. Your cursor is now positioned at the Yes prompt at the bottom of the Employee Selection box.

- Use the Tab key or the Right or Left Arrow key to move between the following prompts at the bottom of the Employee Selection Box.

- Yes — Press if this is the correct employee.
- No — Press if this is not the correct employee.
- Nxt — Press to move to the next employee alphabetically.
- Prv — Press to move to the previous employee alphabetically.
- Exit — Returns you to the System prompt (\$B>).

- Press YES and the following appears on your screen:

Shows split records that are already in the System

EMPLOYEE SALARY SPLITS												
Emp1# 999999		L.Name: PLIMPTON			F.Name: HILARY			MI: R Acct. Dist: N				
		COST-CENTER						EXTENDED--DISTRIBUTION				
RCD#	%Split	Agcy	Fund	SID	Mj	Mn	Func	Activity	Extensn			
HOME 00	065.00	8053	0000	001	01	010	0813	000000083	00000000			
01	035.00	8053	0000	002	01	010	0813	000000083	00000000			

Add Change Delete Exit

ADD a Split record



Depending on what function you used last, your cursor could be at any of the prompts on the menu bar at the bottom of your screen.

- Use the Tab key or the Right or Left Arrow key to move between the following prompts at the bottom of your screen:

- Add — Adds a Split record.
- Change — Changes a Split record.
- Delete — Deletes a Split record.
- Exit — Exits and brings up the Employee Selection box. You can then enter another Employee Number to enter salary splits for.

ADDING A SPLIT RECORD

To add a new split record for an employee use the following steps:

- Follow steps 1-5 above to pull up the split record for an employee.
- Use the Arrow keys or the Tab key to move to the ADD prompt and then press <ENTER>.



These fields will be validated against your SAAS Account Code Tables.

3. Type in the following information (pressing <ENTER> after each entry):
 - a. Agency Code
 - b. Fund Code
 - c. SID Code
 - d. Major Code
 - e. Minor Code
 - f. Function Code
 - g. Activity Code
 - h. Extension Code

4. After entering the Extension Code and pressing <ENTER> your cursor will be back at the Add prompt for you to add another split record for the selected employee. The split record you just entered will now appear in the list of split records on your screen and will have the next available record number.

CHANGING A SPLIT RECORD

To change a split record for an employee use the following steps:

1. Follow steps 1-5 above to pull up the split record for an employee.
2. Use the Tab or the Arrow keys to move to the CHANGE prompt and then press <ENTER>. The following will be on your screen with the cursor at the Rcd# field:



Depending on which function you used last, your cursor could be at any of the prompts on the menu bar at the bottom of your screen.

EMPLOYEE SALARY SPLITS											
Emp#		L.Name:			F.Name:			MI:R. Acct.Dist:H			
Emp# 999999		L.Name: PLIMPTON			F.Name: HILARY			MI:R. Acct.Dist:H			
RCD#		%Split	COST-CENTER				EXTENDED--DISTRIBUTION				
			Agcy	Fund	SID	Mj	Mn	Func	Activity	Extensn	
HOME	00	050.00	8053	0000	001	01	010	0813	000000083	0000000	
	01	050.00	8053	0000	001	01	010	0813	000000001	0000000	
Rcd#											
		Add Change Delete Exit									
CHANGE a Split record											

3. Type in the number for the record you wish to change (from the selection on your screen) and then press <ENTER>. The cursor positions at the \$Split field with the amount re-set to zero.

4. Type in the per cent of the split for the employee and then type in following information (pressing <ENTER> after each entry):
 - a. Agency Code
 - b. Fund Code
 - c. SID Code
 - d. Major Code (the program will skip this field)
 - e. Minor Code (the program will skip this field)
 - f. Function Code
 - g. Activity Code
 - h. Extension Code

After entering the Extension Code and pressing <ENTER> your cursor will now be back at the Change prompt for you to change another split record. The split record you just changed now appears in the list of split records on your screen with the changed values.

DELETING A SPLIT RECORD

- To delete a split record for an employee use the following steps:
 1. Follow steps 1-5 above to pull up the split record for an employee.
 2. Use the Tab or the Arrow keys to move to the Delete prompt and then press <ENTER>. The following will be on your screen with the cursor at the Rcd# field:



If you type in two zeros, i.e. 00, all of the split records for the employee are deleted.

EMPLOYEE SALARY SPLITS												
EmpI# 999999		L. Name: PLIMPTON			F. Name: HILARY			MI:R. Acct. Dist: N				
COST-CENTER EXTENDED--DISTRIBUTION												
RCD#	%Split	Agcy	Fund	SID	Mj	Mn	Func	Activity	Extensn			
HOME 00	050.00	8053	0000	001	01	010	0813	000000033	0000000			
01	050.00	8053	0000	001	01	010	0813	000000001	0000000			

Rcd#
█

Add Change Delete Exit

DELETE a Split record

3. Type in the number for the record you wish to delete and then press <ENTER>. The record will be deleted from the file and the numbers of the remaining records on your screen will be adjusted.


EXIT

Press <ENTER> on the Exit prompt and a new Employee Selection box will be on your screen for you to select another employee.

The Employee Balance File Maintenance option is used by agencies that have archived their Time & Attendance System information. This option maintains startup balances as of the archival date.

TO USE THIS OPTION:

Select FILES from the Main Menu bar for a list of options. Then select the Earn Balance File Maintenance option. The following appears on your screen:

 Compensatory or holiday earned time *cannot* be added using this option.


```
EMPLOYEE ATTENDANCE SYSTEM
EARN BALANCE FILE MAINTENANCE


ADD, CHANGE, DELETE OR END: █ (A,C,D OR E)

EMPLOYEE NUMBER : _____
EARNED CODE      : _____
EARNED DATE      : _____ (MM/DD/CCYY)
EARNED HOURS     : _____
AVAILABLE HOURS : _____
EXPIRATION DATE  : _____ (MM/DD/CCYY)
```

If your agency records time in days, these fields will be days.

ADD OPTION

 If a value in a field is entered incorrectly, a message will appear at the top of your screen with information about what may be wrong.

 To return to the field, press the backspace key. You will be returned to the field to re-enter the data.

To add records to the Earn Balance File use the following steps:

1. Type in the letter 'A' (for ADD) and then press <ENTER>.
2. Type in the employee number and then press <ENTER>.
3. Type in the time earned code and then press <ENTER>.
4. Type in the archival date and then press <ENTER>. The new available hours (or days) will *automatically* fill in.
5. Type in the expiration date if applicable, and then press <ENTER>.
6. Type in any comments and then press <ENTER>. You will then be prompted for the following:

CONFIRM ADD (Y OR N)_

Earned records will only be added only with a 'Y' response at which time the program automatically checks the System to make sure no duplicate records are being added.

You may back up a line or field at a time by pressing the backslash key or the F12 key. CTRL^Z at any field on this screen will clear your screen and place you back at the ADD, CHANGE, DELETE or END option and all the information you entered will be deleted.

CHANGE OPTION

To change records in the Earn Balance File use the following steps:

1. Type in a 'C' (for CHANGE) at the prompt and then press <ENTER>.
2. Type in the employee number and then press <ENTER>.
3. Type in the time earned code and then press <ENTER>.
4. Type in the archival date and then press <ENTER>. If a value is entered incorrectly, the following message will appear at the top of your screen:



When you use the *backslash* key, data entered on the present line will *not* be lost.

RECORD NOT ON FILE, CAN'T CHANGE, HIT DELETE KEY TO PROCEED

5. Press the *backspace* key to clear the error message and re-enter the data or use the *backslash* key or F12 key to back up one field at a time. The remaining fields will be retrieved from the file and displayed on your screen. The following prompt will appear:

CONFIRM CHANGE (Y OR N)

After typing in either a 'Y' or 'N', a message will be on your screen that will inform you as to what action was taken. You can then use any of the following steps:

1. Press <ENTER> and the cursor will move back to the ADD, CHANGE, DELETE or END prompt.
2. Press CTRL^Z at the ADD, CHANGE, DELETE or END prompt and you will terminate the program and return to the Main Menu.
3. Press CTRL^Z anywhere else and your screen will clear and place you at the ADD, CHANGE, DELETE or END prompt. All data entered will be lost and will have to be re-keyed.



Records will only be changed with a 'Y' response.

DELETE OPTION

To delete records in the Earned Balance File use the following steps:

1. Type in 'D' (for DELETE) and then press <ENTER>.
2. Type in the Employee Number and then press <ENTER>.
3. Type in the Time Earned Code and then press <ENTER>.
4. Type in the Archival Date and then press <ENTER>. If the record entered is a valid record in the System, the remaining fields will be retrieved from the file and displayed on your screen. The following prompt will appear:

CONFIRM DELETE (Y OR N)?

Type in either a 'Y' or 'N' to confirm the delete. If the date entered is invalid for the Employee Number, Earned Code or Earned Date fields, the following message will appear at the top of your screen:



You will *not* be allowed to change or delete earned or available hours/days or their expiration date while using this option.

RECORD NOT ON FILE, CAN'T DELETE, HIT DELETE KEY TO PROCEED

On a PC keyboard, use the *Backspace* key not the Delete key.

- Use any of these functions to re-enter the data correctly:
 1. Press the back**space** key to clear the message and return to the field to re-enter the correct data;
 2. Use the back**slash** key or F12 key to back up a line to change the incorrect employee number, earned code or earned date;
OR
 3. CTRL^Z entered at the ADD, CHANGE, DELETE or END prompt, will terminate the program and return you to the previous menu. CTRL^Z entered anywhere else on this screen will clear your screen and place you at the ADD, CHANGE, DELETE or END prompt.

Valid Earned Codes

EARNED CODE	TITLE	DESCRIPTION
V	VACATION	Available vacation time as of the archival date earned through accruals or balances carried on to the Time & Attendance System from previous accruals (<i>start-up balance</i>).
S	SICK	Available sick time as of the archival date earned through accruals or carried on to the Time & Attendance System from previous accruals (<i>start-up balance</i>).

EMPLOYEE BALANCE INQUIRY

The Employee Balance Inquiry option is informational only and is used for reporting employee available leave balances.

TO USE THIS OPTION:

Select FILES from the Main Menu bar for a list of options and then select the Employee Balance Inquiry option. The following will be on your screen:

EMPLOYEE BALANCE INQUIRY

Your cursor will be positioned at the ENTER KEY <1> field.

ENTER KEY<1>: _	1 = EMPLOYEE NUMBER 2 = LAST NAME E = END
NAME : _____	EMP NO: _____
IS THIS THE EMPLOYEE (Y OR N): _	

The System can search for employees by last name or by employee number.

1. Type in '1' and then press <ENTER> or just <ENTER> to use an employee number to retrieve the employee record. The cursor will then position at the EMPLOYEE NUMBER prompt.
2. Type in the employee number of the record you wish to inquire about. The cursor will automatically go to the following prompt:

IS THIS THE EMPLOYEE (Y or N)

3. Type in 'Y' and the Employee Balance Inquiry screen is displayed with *pre-filled* data for the selected employee. Type in 'N' and the cursor positions back at the ENTER KEY <1> prompt so you can re-enter the employee number.
4. Type in '2' and then press <ENTER> to use an employee's last name to retrieve the record. The cursor will position at the NAME prompt.
5. Type in the first letters of the last name and then <ENTER> to search the System for an employee whose name begins with the letters entered. Your screen will display the first matching employee with the employee's number filled in and the cursor at the following prompt:

IS THIS THE EMPLOYEE (Y or N)

- Type in 'N' and the next record on file (in alphabetical sequence) will be displayed. Type in 'Y' and the Employee Balance Inquiry screen is displayed with *pre-filled* data for the selected employee. Your screen will look similar to the following:

```

EMPLOYEE BALANCE INQUIRY
EMPLOYEE NAME : HARDY, THOMAS                EMPLOYEE NUMBER : 987678
AVAILABLE BALANCES AS OF LAST TIME SHEET POSTED REPORT IN : 01/16/1997
Time Sheet Week Ending: 01/16/1997
VACATION : 8.0000    SICK : 1.2500    PL : 1.0000    Could be reported in
                                                           hours.
COMP TIME          EXPIRES          HOLIDAY TIME          EXPIRES
  2.0000           12/31/1997           2.0000           12/31/1997

ADDL AVAIL CE      EARLIEST EXP          ADDL AVAIL HE      EARLIEST EXP

SELECT ANOTHER EMPLOYEE (Y or N) :
NOTICE: BALANCES REFLECT TIME AVAILABLE BASED ON LAST PAY SHEET PROCESSED

```

- Type in 'Y' to inquire about another employee. You will be returned to the ENTER KEY <1> prompt. By typing in 'N' you will be returned to the Employee Balance Inquiry screen.
- Press CTRL^Z or F10 to exit the program and return to the previous menu.

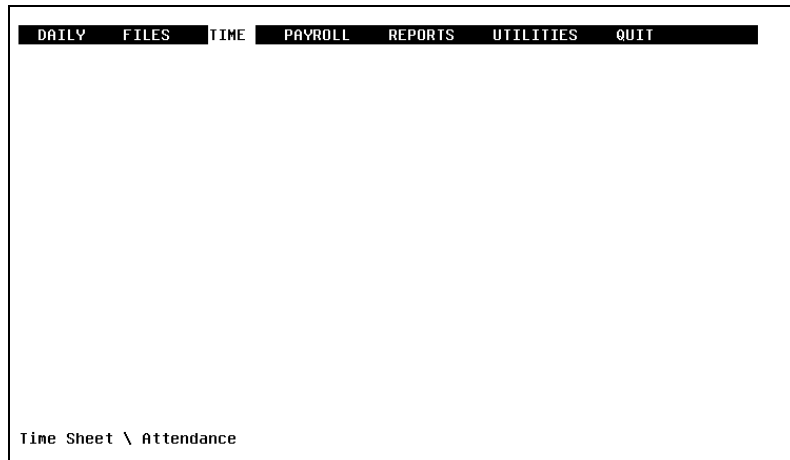
Description of Fields

FIELD	DESCRIPTION
EMPLOYEE NAME	Employee's Last, First and Middle Initial.
EMPLOYEE NUMBER	Employee's ID number.
VACATION	Available hours/days for vacation.
SICK	Available hours/days for sick.
PL	Available hours/days for personal leave.
COMP TIME	Available comp time with associated expiration date.
HOLIDAY TIME	Available holiday time with associated expiration date.
ADDL AVAIL CE	Summation of all available comp time with the earliest expiration date.
ADDL AVAIL HE	Summation of all available holiday time with the earliest expiration date.

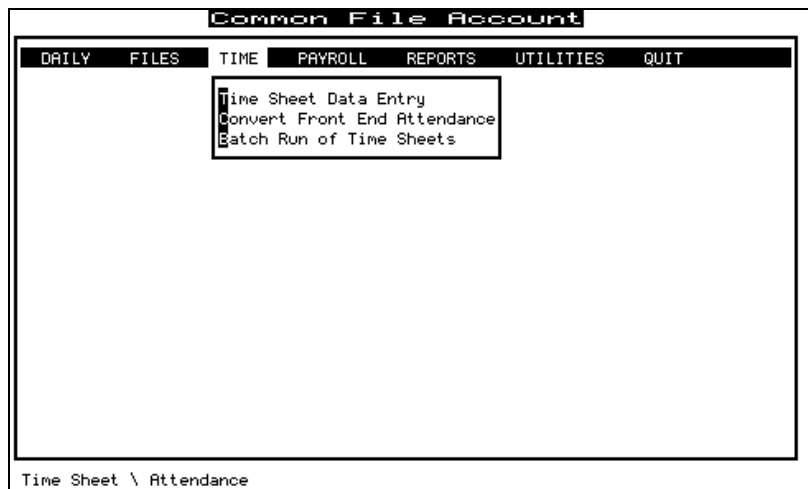


All balances reflect the time available as of the last time sheet processed.

- The TIME menu gives you the option to type in all of the time worked or earned by the employees in your agency.
- From the Main Menu bar select TIME.



- The following screen will appear:



- The Time Sheet Data Entry option is the backbone of the Time & Attendance System. It processes the bulk of employee attendance and leave information that is maintained for all of the employees in the System on a bi-weekly basis.
- The Time Sheet Data Entry option performs the following functions:
 1. Creates attendance records.
 2. Maintains leave balances in the Employee Master File and in the Time Earned File.
 3. Validates special time codes against the file of Bargaining Unit Rules governing them.
 4. Generates monthly sick and vacation accruals on the first day of each month.
 5. Generates annual PL accruals on January 1st of each year and resets special leave totals.
- The System also displays many informative and/or warning messages that alert the data entry operator of conditions that may require user intervention for problem resolution.
- The System processes fourteen days of information at a time and keeps track of leave balances and accruals as it processes each day's information. Once you start processing a time sheet, you can proceed through the schedule in any direction. Each day in the fourteen-day schedule is subdivided into six attendance entries (there are two screens).
- The following explains the processing done for each special code or group of codes:

I. VACATION LEAVE

A. Code types

1. Generic code is V.

B. Processing

1. The System will check the Bargaining Unit File to insure that this employee's job class is allowed to use vacation.
2. The System will check the leave eligibility dates of the Employee's Master File record to make sure the employee is eligible for vacation on the date recorded.
3. The System will then make sure the employee charges at least the minimum number of vacation hours required as defined in the Bargaining Unit File.
4. The recorded hours are subtracted from the master vacation balance.
 - a. If the master vacation balance is greater than or equal to zero, the transaction is accepted.
 - b. If not, an error message will display the number of hours short.

II. SICK LEAVE

- A. Code types.
 - 1. Generic code is S.
- B. Processing
 - 1. All Codes.
 - a. The System will check the Employee Master File to see if sick leave has been denied.
 - b. The System will check the Employee Master File to see if enough sick hours are available.
 - 2. Codes S and SP.
 - a. No further checking.
 - 3. Code SF.
 - a. The System will check to see that the employee has not exceeded the annual family sickness allotment as defined in the Bargaining Unit File.
 - 4. Code F.
 - a. The System will check to see that the employee has not exceeded the annual allotment of hours used for funerals outside the immediate family.
 - 5. Code FF.
 - a. The System will ask if this is a new FF occasion.
 - If yes, the System will reset the accumulated hours from the last FF occasion to zero.
 - b. The System will make sure that the employee has not exceeded the maximum hours allotted for one FF occasion.
 - 6. Code BL.
 - a. The System will ask if this is a new BL occasion.
 - If yes, the System will reset the accumulated hours from the last BL occasion to zero.
 - 7. Code HS.
 - a. Sick time will not be deducted and the employee should be paid for the holiday.
 - b. The System will make sure that the date the code HS is being used on is a valid holiday.
 - c. If the sick day starts a new occasion, the occasion will be counted.

III. COMPENSATORY LEAVE

- A. Code types.
 - 1. Generic code is C.
- B. Processing
 - 1. Code CU.
 - a. The System will make sure enough comp time has been accumulated to cover the withdrawal.
 - b. Comp time will be debited from existing earned records on a first-in, first-out basis.
 - 2. Code CE.
 - a. The System will create an earned record with a code CE.
 - b. Hours earned will equal the hours recorded.
 - c. The number of days to expiration (as defined in the Bargaining Unit File) will be added to the date that will form the expiration date of the CE earned record.

IV. UNPAID LEAVE

- A. Code types
 - 1. Generic Code is U.
- B. Processing
 - 1. The hours recorded will be added to the total unpaid leave hours for the month in the Employee's Master File.
 - 2. If the employee has more than the maximum unpaid days allowable (as defined in the Bargaining Unit File) for one month, no sick or vacation time will be accrued for that month.
 - 3. A sick occasion will be counted for Code LS if necessary.

V. WORKERS COMPENSATION LEAVE

- A. Code types
 - 1. Generic code is W.
- B. Processing
 - 1. The System will ask you if this is a new claim.
 - a. If yes,
 - The date of this time entry will become the starting date of this claim on the Employee's Master Record.
 - b. If no,
 - If the employee has been on worker's comp longer than the maximum duration allowed (as defined in Bargaining Unit File), the employee will not accrue sick or vacation time if there is an accrual due during the pay period.

VI. PERSONAL LEAVE

- A. Code types
 - 1. Generic code is P.
- B. Processing
 - 1. The System will make sure the person works enough days per week (as defined in the Bargaining Unit File) to earn or use PL.
 - 2. The System will then check the leave eligibility date in the Employee's Master File record.
 - 3. The System will make sure that the person has enough PL time to cover the withdrawal.

VII. HOLIDAY TIME

- A. Code types
 - 1. Generic code is H.
- B. Processing
 - 1. All codes.
 - a. The System will make sure that the date is *actually* a holiday.
 - 2. Codes HXP, HWP and HH.
 - a. No further processing is necessary.
 - 3. Codes HXC and HWC.
 - a. The System will charge the employee with a holiday comp time earned record.
 - The hours earned will be equal to the hours recorded but not greater than the maximum hours payable for a holiday (as defined in the Bargaining Unit File).
 - The hours earned for a part-time employee will be prorated.
 - The number of days to expiration for holidays (as defined in Bargaining Unit File) will be added to the date to form the expiration date for the Holiday Comp Time Earned Record.
 - 4. Code HU.
 - a. The System will make sure enough holiday time has been accumulated to cover the withdrawal.
 - b. Holiday time will be debited from existing earned records on a first-in, first-out basis.

VIII. PAID LEAVE

- A. Code types
 - 1. Generic code is L.
- B. Processing
 - 1. A sick occasion will be counted for code SLB if necessary.
 - No further processing is necessary.

TO USE THIS OPTION:

1. Select TIME from the Main Menu bar.
2. Then select the Time Sheet Data Entry option. The following will be on your screen:

The screenshot shows a terminal window titled "[EMPLOYEE TIME SHEET]". At the top, it says "Pay Period". Below that, it prompts "ENTER PAY PERIOD BEGINNING DATE (MM/DD/CCYY):" followed by a blank field. At the bottom of the prompt area, there are three buttons: "YES", "NO", and "EXIT".

3. Type in the pay period beginning date using the (mm/dd/ccyy) format and then press <ENTER>.
4. Press <ENTER> again if this is the correct pay period. If this is the incorrect pay period, use the Tab key to move to the NO prompt and then press <ENTER> to re-enter the correct data. The following screen will appear:

The screenshot shows a terminal window titled "[EMPLOYEE TIME SHEET]". It has two input fields: "No: []" and "Name: []". To the right of these fields are several buttons: "Yes", "No", "Nxt", "Prv", and "Exit". An arrow points from the text "The cursor will be at the No (employee number) field." to the "No:" field.

5. Type in the number of the employee you wish to process or Tab to the NAME field and type in the last name of the employee. The employee name or number will automatically fill in and the cursor will be at the YES prompt.

6. Press <ENTER> if this is the correct employee, or if not, tab to the alternate prompts to select a different employee. The following will appear on your screen:

[EMPLOYEE TIME SHEET]

No: 987678 Name: Hardy, Thomas

CHANGE HEADER CODES? YES NO

AGCY	FUND	SID	OBJECT	FUNC	ACTIVITY	EXTENSN	SEC	SCHED	SHFT	WK	BWKHRS
8052	0000	001	01	010	0000	000000000	00000000	006	001	2	5 72.50

Your cursor will be at the YES prompt.

7. Press <ENTER> if there are no changes to be made to the header codes. If you want to change the header codes, use the Left Arrow key to place the cursor on the YES prompt and then press <ENTER>.
 8. Type in the header codes that you wish to change using the Tab key to move between the fields.
 9. After entering the last code you will be returned to the HOURS field to type in the hours and then continue the data entry of the employee's time.
- To change the header codes for daily time line entries, use the following process:
 1. Position your cursor at the HOURS prompt and then press the Num Lock key and the 'A' key. Your cursor will be in the header code row.
 - If your agency is on the Auto Time Sheet Processing System, turn to Page 13 for instructions.
 2. When you are finished, a screen similar to the following will appear if your agency reports time in days:

[EMPLOYEE TIME SHEET]

No: 987678 Name: HARDY, THOMAS

CHANGE HEADER CODES? YES NO


AGCY	FUND	SID	OBJECT	FUNC	ACTIVITY	EXTENSN	SEC	SCHED	SHFT	WK	BWKHRS
8052	0000	001	01	010	0000	000000000	00000000	006	001	2	05 72.50

[Gold-A To Change Acct. Codes]

DATE	DAYS				CDE				SEC				SFD				TOTAL
	DAYS	CDE	SEC	SFD	DAYS	CDE	SEC	SFD	DAYS	CDE	SEC	SFD	DAYS	CDE	SEC	SFD	
01/17-F	1.00	R	006	2													1.00
01/18-S	1.00	R	006	2													1.00
01/19-S	1.00	R	006	2													1.00
01/20-M	1.00	PWC	006	2													1.00
01/21-T																	0.00
01/22-W																	0.00
01/23-T																	0.00
01/24-F	1.00	R	006	2													1.00
01/25-S	1.00	R	006	2													1.00
01/26-S	1.00	R	006	2													1.00
01/27-M	1.00	R	006	2													1.00
01/28-T	1.00	R	006	2													1.00
01/29-W																	0.00
01/30-T																	0.00
TOTAL :	9.00				0.00				0.00								9.00

3. A screen similar to the following appears if your agency reports time in hours:

Hours can be entered as 7, 07, 7.00 or 07.00'

 To convert minutes to hours, see the Table on Page 11.

[EMPLOYEE TIME SHEET]													
No: 987678		Name: HARDY, THOMAS											
AGCY	FUND	SID	OBJECT	FUNC	ACTIVITY	EXTENSN	SEC	SCHED	SHFT	WK	BWKHRS		
0000	001	01	010	0616	000000000	00000000	001	R09	1	1	70.00		
[Cold-A To Change Acct Codes] <P O S T>													
DATE	HOURS	CDE	SEC	SFD	HOURS	CDE	SEC	SFD	HOURS	CDE	SEC	SFD	TOTAL
12/23-F	7.00	R	001	1									7.00
12/24-S													0.00
12/25-S													0.00
12/26-M	7.00	R	001	1									7.00
12/27-T	7.00	R	001	1									7.00
12/28-W	7.00	R	001	1									7.00
12/29-T	7.00	R	001	1									7.00
12/30-F	7.00	R	001	1									7.00
12/31-S													0.00
01/01-S													0.00
01/02-M	7.00	R	001	1									7.00
01/03-T	7.00	R	001	1									7.00
01/04-W	7.00	R	001	1									7.00
01/05-T	7.00	R	001	1									7.00
TOTAL	70.00				0.00				0.00				70.00

- Each time entry contains the following four data elements:
 1. Hours recorded
 2. Time (Attendance) Code
 3. Section
 4. Shift and Shift Differential
- As the System processes each time entry, it first looks at the hours recorded. If the value is zero, the System ignores the remainder of the time entry and proceeds to the next time entry. If the value is not zero, the System checks the Bargaining Unit File to make sure that the hours recorded do not exceed the maximum hours available for one shift.
- The System then makes sure the Time Code and the Section Code entries are valid codes in the Codes and Title File and the shift is a 1, 2 or a 3.
- After all the codes in the time entry are validated, the System makes sure that the time entry is not a duplicate of a previous time entry for the same date. The System then decides if the time codes used require special processing.

- Use the following keys to enter data and move between the fields:

Special Function Keys

KEY	FUNCTION
ENTER	Changes the value of the field.
BACKSPACE or F12	Moves to previous field.
CTRL^Z or F10	Positions the cursor at the top of the screen at the 'Update Time Sheet' prompt.
TAB	Press the Tab key to leave the value unchanged and to move to the next field.
RIGHT ARROW	Moves one character to the right.
LEFT ARROW	Moves one character to the left.
UP ARROW	Leaves the value of the field unchanged and moves the cursor up one field.
DOWN ARROW	Leaves the value of the field unchanged and moves the cursor down one field.
NEXT	Use the Page Down key.
PREV	Use the Page Up key.
GOLD	Num Lock key on PC keyboards.
GOLD A	Press the Num Lock key and the 'A' key to change accounting codes for a specific attendance code.
GOLD M	Go to Mail prompt (see 'A' above).
GOLD N	Move to next line (see 'A' above).
GOLD P	Move to previous line (see 'A' above).
GOLD T	Displays time and date (see 'A' above).
CTRL^R or CTRL^W	Re-paints or refreshes the screen.
PF2	On the PC keyboard this is the '/' key.

HOURS

1. Type in the Hours worked and then press <ENTER> to move to the next field.
2. Type in '0' and then press <ENTER> and the cursor will be positioned at the HOURS field in the next row. Press the Up or Down Arrow key and the data will remain unchanged and you move to the next/previous HOURS field. CTRL^Z or F10 will position the cursor at the following prompt in the upper right hand corner of your screen:

POST TIME SHEET? YES NO CANCEL

3. Press <ENTER> at the YES prompt to post the time sheet. You can use the Right Arrow key to move to the NO prompt. You will return to the NAME field to be able to type in a new employee (all previously entered data for the current employee will be erased). You can use the Right Arrow key to move to the CANCEL prompt and you will return to the daily time entry rows on the your screen.

Code

1. Type in the Time Code and then press <ENTER>. Press the Up or Down Arrow key and the data will remain unchanged and you will move to the next/previous CODE field.
2. CTRL^Z or F10 will position the cursor at the confirm position. (See HOURS above.)

SECTION

1. Type in the Section Code and then press <ENTER>. By pressing the Up or Down Arrow key the data will remain unchanged and you will move to the next/previous SECTION field.
2. CTRL^Z or F10 will position the cursor at the confirm position. (See HOURS above.)

SHIFT

1. Type in the Shift and the Shift Differential and then press <ENTER>.
2. Press the Up or Down Arrow key and the data will remain unchanged and you will move to the next/previous SHIFT field. Press CTRL^Z or F10 from the HOURS, CODE, SECTION or SHIFT fields and your cursor will be at the following prompt:

POST TIME SHEET? YES NO CANCEL

- You can now use any of the following option:
 1. Press <ENTER> at the YES prompt to post the time sheet; or
 2. Use the Right Arrow key to move to the NO prompt. You will return to the NAME field to type in a new employee (all previously entered data for the current employee will be erased); or
 3. Use the Right Arrow key to move to the CANCEL prompt. You will return to the daily time entry rows on the screen.
- Use the following table for tracking parts of an hour:

Converting Minutes to Percentage of an Hour

% = Minutes	% = Minutes	% = Minutes	% = Minutes
.00 = 00	.25 = 15	.50 = 30	.75 = 45
.02 = 01	.27 = 16	.52 = 31	.77 = 46
.04 = 02	.29 = 17	.54 = 32	.79 = 47
.05 = 03	.30 = 18	.55 = 33	.80 = 48
.07 = 04	.32 = 19	.57 = 34	.82 = 49
.09 = 05	.34 = 20	.59 = 35	.84 = 50
.10 = 06	.35 = 21	.60 = 36	.85 = 51
.12 = 07	.37 = 22	.62 = 37	.87 = 52
.14 = 08	.39 = 23	.64 = 38	.89 = 53
.15 = 09	.40 = 24	.65 = 39	.90 = 54
.17 = 10	.42 = 25	.67 = 40	.92 = 55
.19 = 11	.44 = 26	.69 = 41	.94 = 56
.20 = 12	.45 = 27	.70 = 42	.95 = 57
.22 = 13	.47 = 28	.72 = 43	.97 = 58
.24 = 14	.49 = 29	.74 = 44	.99 = 59

ENTERING AUTO POST ATTENDANCE INFORMATION

- The Auto Post Attendance option can be set up for agencies by the B.O.S.S. staff. Each agency must submit a written request to B.O.S.S. to implement this option.
- Agencies who have been set up to use the Auto Post Attendance feature of the Time & Attendance System can post time sheets using the default schedule for employees without having to view the schedule.

TO USE THIS OPTION:



Use the Right or Left Arrow key to move between the prompts.

- If you are on Auto Time Sheet Processing, the following prompt will be displayed when you choose the Time Sheet Data Entry option under the TIME menu and enter the number for an employee:

ENTER EXCEPTIONS ? YES NO EXIT

1. Enter YES to bring up the *pre-defined* schedule for that employee and to be able to type in changes to the schedule.
2. Enter NO and you will automatically post the time sheet.
3. Enter EXIT at the prompt and you will be returned to the EMPLOYEE NO field.
4. When you are finished making changes to the schedule, you will receive the following prompt:

POST TIME SHEET? YES NO CANCEL

5. Enter YES and you will post the time sheet. Your screen will look similar to the following:

Indicates the time sheet has been posted.

[EMPLOYEE TIME SHEET]

No: 987678 Name: HARDY, THOMAS Yes No Nxt Prv Exit

AGCY-FUND-SID-OBJECT-FUNC-ACTIVITY-EXTENSN	SEC	SCHED	SHFT	WK	BWKHRS
0000 001 01 110 0616 00000000 0000000	011	PT1	1	1	40.00

DATE	HOURS	CDE	SEC	SFD	HOURS	CDE	SEC	SFD	HOURS	CDE	SEC	SFD	TOTAL
12/23-F													
12/24-S													
12/25-S													
12/26-M													
12/27-T													
12/28-W													
12/29-T													
12/30-F													
12/31-S													
01/01-S													
01/02-M													
01/03-T													
01/04-W													
01/05-T													
TOTAL :													

- I - Time Sheet Posted For This Employee

6. Enter NO and you will be returned to the NO (employee number) field. Enter CANCEL and you will be returned to the HOURS field to be able to continue entering or editing data for the time sheet.

CONVERT FRONT END ATTENDANCE

- The Convert Front End Attendance option was designed for agencies that use outside sources for the capture of their attendance information.
- This information is then forwarded to the TAS user at the end of the pay period where the data is converted to a format that can be read by the System.
- The Convert Front End Attendance option will accomplish the conversion of that data.

TO USE THIS OPTION:

1. Select TIME from the Main Menu bar.
2. Then select the Convert Front End Attendance option. The following will be on your screen:

The screenshot shows a terminal window titled "CENTRAL OFFICE". At the top, there is a menu bar with the following options: FILES, TIME, PAYROLL, REPORTS, UTILITIES, and QUIT. Below the menu bar, the "TIME" option is selected, leading to a sub-menu with "Time Sheet Data Entry", "Convert F", and "Batch Run". The "Convert F" option is highlighted, and a dialog box is displayed. The dialog box contains the text "Convert Attendance for Period 01/03/1997 to 01/16/1997" and three buttons: "Yes", "No", and "Cancel". At the bottom left of the terminal window, the text "Time Sheet \ Attendance" is visible.

3. If the correct pay period is shown press <ENTER> at the YES prompt to convert the data. Choose NO *not* to convert the data, or choose CANCEL to return to the menu. When the conversion is completed, you receive the following mail message:



If the previous pay period is on your screen, your current attendance data has not yet been forwarded to your account.

```
#1          23-JAN-1997 11:40:42.48          REMMAIL
FROM: BOSS::BYRNES      "BOSS DEVELOPMENT"
TO: TASUSER
CC:
Subj:  CONVERT_ATTENDANCE

*****
*** Convert Attendance has COMPLETED ***
*** Please Continue with Batch Posting ***
*** of Employee Time Sheets ***
*****

MAIL> █
```

- The Batch Run of Time Sheets option works in conjunction with Convert Front End Attendance. This option submits the converted data to the Time & Attendance System for posting.

TO USE THIS OPTION:



The Batch Run of Time Sheets option cannot be run until the Convert Front End Attendance process has been completed.

1. Select TIME from the Main Menu bar.
2. Then select the Batch Run of Time Sheets option and the System will give you the pay period start and end dates. If this is the correct pay period, press <ENTER> at the YES prompt.
3. If the Convert Front End Attendance function has not been completed the following message will appear:

CONVERT IN PROGRESS, PLEASE WAIT FOR MAIL

4. You receive the following mail message when the process is completed:



For instructions on using the print feature, see Page 95 in Chapter 6.

```
#1          23-JAN-1997 11:54:40.73          MEMMAIL
From: BOSS::EYRNES      "BOSS DEVELOPMENT"
To: TAGUBER
CC:
Subj:  Update_Permanent_Files

      * * * * *
      * * * Update Permanent Files COMPLETED * * *
      * * * Please Print The Exception Listing * * *
      * * * Using The Report Print Option * * *
      * * * * *

MAIL> █
```



This last step is not much different than manually posting a time sheet. The screen pre-fills with the attendance information you already entered. You will then only have to enter the discrepancies.

5. Print the Exception Listing using the Report Print option under the Reports Menu accessed from the REPORTS drop down menu on the Main Menu bar.
6. You must then manually correct the 'E' level employees on the Exception Listing by using the Time Sheet Data Entry option under the TIME menu.

SYSTEM PROMPT TIME PROCEDURES

- In addition to the menu driven time options, the following time options are also available in the B.O.S.S. Time & Attendance System:

Overtime Entry

- The Overtime Entry option allows you to type in one week's overtime separately from the Time Sheet Data Entry option process.

Attendance File Reorganization Procedure

- The Attendance File Reorganization procedure is available to all agencies on the Time & Attendance System.
- The Attendance File Reorganization procedure should be executed after the data entry of all time sheets for any one period and after the pay period has been closed to further data entry.
- This process will re-define and re-load the Attendance File, maximize processing speed and reduce storage and processing costs billed to your agency.

Change Employee Number Procedure

- The Change Employee Number process is available to transfer information regarding an employee to a new employee number.
 - A reason could be if a new or transferred employee is unknowingly entered into the system with a new employee number and that person had a previously assigned employee number.
- This procedure will run at midnight after the information is entered.
 - Any further information for the employee should be entered using the *old* number until the next day when the confirmation of the number change is received by mail.

Separate Employee Procedure

- The Separate Employee Procedure allows you to zero out an employee's balances when an employee leaves an agency. It is used when the employee is leaving State employment or going to an agency that does not use the B.O.S.S. Time & Attendance System. Use this procedure for the following occurrences:
 - Transfer, leave, layoff, suspension, retirement, death, discharge, worker's compensation, disabled, reassignment, sabbatical, illness, maternity, military, educational and unauthorized or personal reasons.

Transfer Out an Employee Procedure

- The Transfer Out an Employee procedure transfers an employee out of your agency and places the information needed by the receiving agency into a commonly accessible holding area.

Transfer In an Employee Procedure

- The Transfer In an Employee procedure transfers an employee into your agency and deletes the information from the common accessible holding area where it was stored when the employee was transferred out.
- After the employee has been transferred in, you need to run the Employee File Maintenance option to update the work schedule and account codes for the receiving agency.

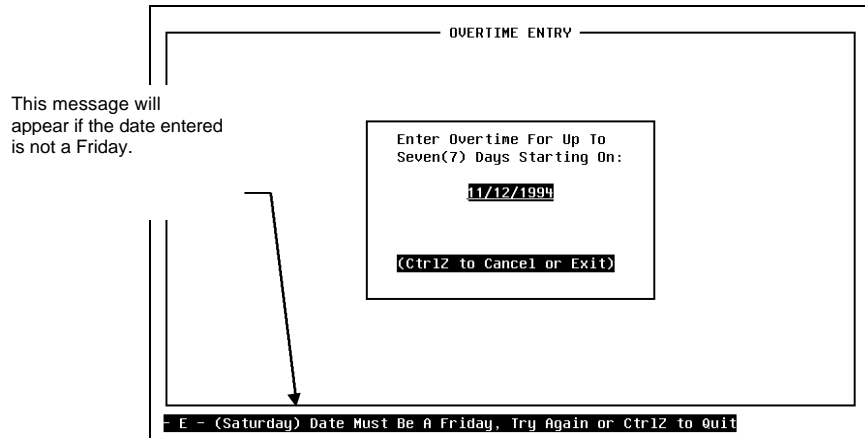
Change Attendance Code Procedure

- The Change Attendance Codes procedure will change an employee's attendance codes within a date range except for the following Attendance Codes:
 1. CEO
 2. CE
 3. HWC
 4. HXC
 5. PWC
 6. HXP

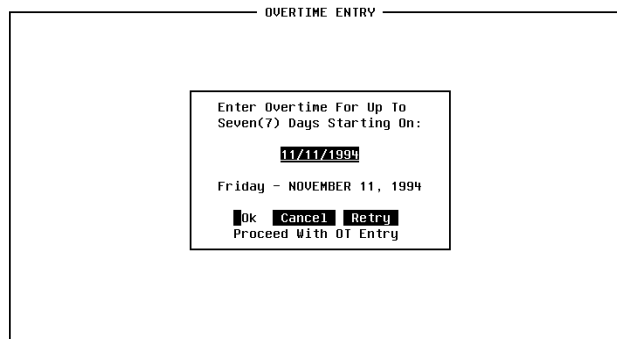
TO USE THESE OPTIONS:

OVERTIME ENTRY

1. To enter *weekly* overtime, type in OTENTRY at the System (\$) prompt. The following screen will appear:



2. Type in the beginning day of the 7-day period for which you wish to enter OT (must be a Friday). Use any of the following methods for entering a date:
 - a. You can input the date by typing the full month and day with the full 4-digits for the year at the end (the slashes will automatically be placed between the numbers).
 - b. You can input the date by typing only the month and day without putting zero's in front of it (the slashes will automatically be placed between the numbers and the zeros will automatically fill in).
 - c. The date can also be entered by typing the slashes between the month, day and year.
3. When an appropriate date has been entered, the following will appear on your screen:



- You can then use any of the following options:
 1. Press <ENTER> at the CANCEL prompt to terminate the process and return to the System (\$) prompt;
 2. Press <ENTER> at the RETRY prompt to re-enter the date;
OR
 3. Press <ENTER> at the OK prompt to proceed to the Employee Selection Box. The following screen will appear:

———— OVERTIME ENTRY ————

Employee Selection

No: Name:

4. Type in the number of the employee you wish to enter OT for.
5. To use the last name of the employee, press the Tab or Down Arrow key to move to the NAME field and type in the employee's name.
6. If you are not sure of the name or if no name is entered, you may do one of the following while at the NAME prompt:
 - a. Type in the first few letters of the last name to bring up the names that begin with those letters.
 - b. Press the Down Arrow key to bring up the last employee name on the list.
 - c. Press the Up Arrow key to bring up the first employee name on list.
7. When a valid employee number and name appear, use the Tab key to move between the following prompts:

YES – proceeds to the OT entry screen.

NO – allows for the re-entry of the employee name or number.

NXT – shows the next employee on the list (alphabetically).

PRV – shows the previous employee on the list.

EXIT – returns to the window for date input so you can re-enter.



When using the NEXT or PRV button, an error message will appear at the bottom of the screen if there are no more employees available when scrolling the list in that direction.

- Press <ENTER> at the YES prompt if this is the correct employee or Tab to the alternate prompts to change employee. The following screen will appear:

OVERTIME ENTRY

No: 987678 Name: HARDY, THOMAS Date: From 11/11 To 11/17

DATE	HOURS	CDE	SEC	SD	HOURS	CDE	SEC	SD	HOURS	CDE	SEC	SD
F 11/11	00.00											
S 11/12												
S 11/13												
M 11/14												
T 11/15												
W 11/16												
T 11/17												

AGCY FUND SID OBJECT FUNC ACTIVITY EXTENSION
 0000 001 01 010 0616 000000000 0000000
 (GOLD-A Or PF1-A To Change Acct Code) (CTRL-Z Or EXIT To Post)

- Use the following special function keys to move between the fields:

Special Function Keys

KEY	FUNCTION
RETURN	Jumps the cursor to next line.
TAB	Moves the cursor to the next column at the HOURS field.
GOLD-A or PF1-A	Allows Account Codes to be changed.
CTRL^Z or EXIT	CONFIRM POST prompt appears.

- When you are finished entering the OT data, the following screen will appear with the cursor at the OK prompt:

OVERTIME ENTRY

No: 987678 Name: HARDY, THOMAS Date: From 05/27 To 06/02

DATE	HOURS	CDE	SEC	SD	HOURS	CDE	SEC	SD	HOURS	CDE	SEC	SD
F 05/27	01.00											
S 05/28												
S 05/29												
M 05/30												
T 05/31												
W 06/01												
T 06/02												

AGCY FUND SID OBJECT FUNC ACTIVITY EXTENSION
 8016 0000 001 01 010 0616 000000000 0000000
 (GOLD-A Or PF1-A To Change Acct Code)

Your cursor will be here.

Ok Cancel Retry
 Post OT Sheet
 (CTRL-Z Or EXIT To Post)

- Press <ENTER> at the OK prompt to post the OT and return to the Employee Selection Box.
- Tab to the CANCEL prompt and then press <ENTER> to return to the Employee Selection Box or Tab to the RETRY prompt and then press <ENTER> to return to the OT entry screen.

ATTENDANCE FILE REORGANIZATION PROCEDURE

1. To execute the Attendance File Reorganization process type ATTREO at the System (\$) prompt.
2. You will receive a mail message upon completion of the running of the Attendance File Reorganization procedure similar to the following:

REORGANIZATION SUCCESSFULLY COMPLETED, NEW FILE IN PLACE

- This process will run at midnight after the information is entered.

CHANGE EMPLOYEE NUMBER PROCEDURE

1. Type in FIXEMP at the System (\$) prompt and then press <ENTER>. The following will appear on your screen:

```
EMPLOYEE NUMBER UPDATE UTILITY

PLEASE NOTE: THE ACTUAL UPDATING OF YOUR FILES WILL NOT BE PERFORMED UNTIL
LATE TONIGHT. YOU MAY CONTINUE WITH NORMAL OPERATIONS TODAY WITHOUT FEAR OF
LOSING DATA. YOU MAY CHANGE AS MANY EMPLOYEE NUMBERS AS YOU WISH.

ENTER END OR <CR> WHEN DONE.

Enter employee number to change <END>? 765890
Enter new employee number <END>? 987678

CHANGING " 765890" TO "987678"
IS THIS CORRECT <N>?
PLEASE ENTER Y OR N
```



If an error has been made requesting this job, e.g., wrong code entered, please contact the B.O.S.S. Support Staff at (860) 566-4471 immediately.

2. Type in the old 6-digit employee number and then press <ENTER>.
3. Type in the new 6-digit employee number and then press <ENTER>.
4. Type in 'Y' at the prompt and you will receive the following message:

REQUEST FOR CHANGE HAS BEEN ACCEPTED.

5. Enter 'N' at the prompt and you will be prompted to re-enter the employee number you wish to change with the following message:

ENTER EMPLOYEE NUMBER TO CHANGE <END>?

6. If more employee numbers need to be changed, type in the next employee number and then repeat the procedure for each change.
7. Type in 'Y' and then 'END' and the following message will appear:

YOUR REQUEST FOR EMPLOYEE NUMBER CHANGES HAS BEEN QUEUED TO BATCH. THE FILES WILL BE UPDATED AFTER MIDNIGHT TONIGHT. YOU WILL BE NOTIFIED TOMORROW AT YOUR TERMINAL THE UPDATE IS COMPLETED.

8. The next morning after the process has run, you will receive the following mail message:

EMPLOYEE NUMBER UPDATE HAS RUN SUCCESSFULLY

SEPARATE EMPLOYEE PROCEDURE



If any of the balance's are zero, a message will be displayed telling you the balance is zero and the System will go to the next step.

1. Type in ZERO and then press <ENTER> at the System prompt (\$). The following will appear on your screen:

**** TO SEPARATE EMPLOYEE ANSWER THE FOLLOWING QUESTIONS ****

ENTER EMPLOYEE NUMBER : ?

2. Type in the 6-digit employee number and then press <ENTER>. The following will appear on your screen:

EMPLOYEE NUMBER: 98768 EMPLOYEE NAME: HARDY, THOMAS

IS THIS THE CORRECT EMPLOYEE (Y OR N)?

3. Type in 'Y' for YES or 'N' for NO. If 'N' is entered, the System will go back the EMPLOYEE NUMBER prompt. If 'Y' is entered the following will appear on your screen:

ENTER EMPLOYEE SEPARATION DATE (MM/DD/CCYY): ?

4. Type in the month, day and year the employee separated. You will receive the following prompt:

**DO YOU WANT TO USE 12/31/1996
DATE AS A SEPARATION DATE TO UPDATE THE EMPLOYEE'S MASTER (Y OR N)?**

5. Type in 'Y' for YES or 'N' for NO. If 'Y' is entered the employee's master record will be updated using this date as a termination date. The following message will appear on your screen:

DO YOU WANT TO ZERO OUT THIS EMPLOYEE'S VACATION TIME (Y OR N)?

6. Type in 'Y' for YES or 'N' for NO. If 'Y' is entered the System will display the employee's number, name and the total vacation hours similar to the following:

**EMPLOYEE NUMBER : 987678 EMPLOYEE NAME: HARDY, THOMAS has 7
VACATION TIME**

7. The following message will appear on your screen:

PLEASE CONFIRM TO ZERO OUT THIS EMPLOYEE'S VACATION TIME (Y OR N)?

8. If 'Y' is entered the employee's master vacation time will be zeroed out and an earned record will be generated with the vacation time zeroed out. The following message will appear on your screen:

EMPLOYEE VACATION ZEROED OUT

9. The following message will appear on your screen:

DO YOU WANT TO ZERO OUT THIS EMPLOYEE'S SICK TIME (Y OR N)?

10. Type in 'Y' for YES or 'N' for NO. If 'Y' is entered, the System will display the employee's number and name and their total sick hours (with the sick time zeroed out). The following message will appear on your screen:

EMPLOYEE NUMBER : 987678 EMPLOYEE NAME: HARDY, THOMAS has 4 SICK TIME

11. The following message will appear on your screen:

PLEASE CONFIRM TO ZERO OUT THIS EMPLOYEE'S SICK TIME (Y OR N)?

12. If 'Y' is entered the employee's master sick time will be zeroed out and an earned record will be generated with the sick time zeroed out. The following message will appear on your screen:

EMPLOYEE SICK ZEROED OUT

DO YOU WANT TO ZERO OUT THIS EMPLOYEE'S PL TIME (Y OR N)?

13. Type in 'Y' for YES or 'N' for NO. If 'Y' is entered the System will display the employee's number, name and the total PL hours similar to the following:

PLEASE CONFIRM TO ZERO OUT THIS EMPLOYEE'S PL TIME (Y OR N)?

14. If 'Y' is entered the employee's master PL time will be zeroed out and an earned record will be generated with the PL time zeroed out. The following message will appear on your screen:

EMPLOYEE PL ZEROED OUT

DO YOU WANT TO ZERO OUT THIS EMPLOYEE'S COMP EARNED TIME (Y OR N)?

15. Type in 'Y' for YES or 'N' for NO. If 'Y' is entered the System will display the employee's unexpired compensatory time in the following format:

CODE	EARN DATE	EARN TIME	TIME AVAIL	EXP. DATE
CE	01/01/1996	1.25	.25	01/30/1997
CE	01/02/1996	2.00	2.00	02/01/1997

16. When all the unexpired time has been displayed, the following lines will be on your screen:

**TOTAL EARNED AVAILABLE TO EXPIRED: 2.25
EXPIRING ON SEPARATION DATE: 12/31/1996**

PLEASE CONFIRM TO EXPIRE THIS TIME (Y OR N)?

17. Enter 'Y' and the employee's unexpired compensatory earned time will have the expiration date entered above as the separation date. The following messages will be displayed:

TOTAL EARN AVAILABLE TIME EXPIRED : 2.25

EXPIRING ON SEPARATION DATE: MM/DD/CCYY

CE AVAILABLE TIME EXPIRED ON SEPARATION DATE

18. The following message will be on your screen:

DO YOU WANT TO ZERO OUT THIS EMPLOYEE'S HOLIDAY EARNED TIME (Y OR N)?

19. Type in 'Y' for YES or 'N' for NO. If 'Y' is entered, the System will display the employee's unexpired holiday time in the following format:

CODE	EARN DATE	EARN TIME	TIME AVAIL	EXP. DATE
HE	01/01/1996	7.00	.25	02/01/1997
HE	01/15/1996	7.00	7.00	02/15/1997
HE	02/12/1996	7.00	7.00	03/12/1997

20. When all the unexpired time has been displayed, the following lines will be on your screen:

**TOTAL EARNED AVAILABLE TO EXPIRED: 14.25
EXPIRING ON SEPARATION DATE: MM/DD/CCYY**

PLEASE CONFIRM TO EXPIRE THE TIME (Y OR N)?

21. Enter 'Y' and the employee's unexpired holiday earned time will have the expiration date entered above as the separation date. The following message will be displayed:

TOTAL HOLIDAY AVAILABLE TIME EXPIRED : 14.25

EXPIRING ON SEPARATION DATE: MM/DD/CCYY

HE AVAILABLE TIME EXPIRED ON SEPARATION DATE

ANYMORE EMPLOYEE'S TO SEPARATE? (Y OR N)?

22. Enter 'Y' and the above procedure will be repeated. Enter 'N' and the System will end the procedure.

TRANSFER OUT AN EMPLOYEE PROCEDURE

1. Type in TRANSFER_OUT and then press <ENTER> at the System prompt (\$). The following will appear on your screen with the cursor at the NO: field in the Employee Selection Box:

Your cursor will be here.

Central Office
TRANSFER OUT

No: _____ Name: _____

Transfer Date: _____

Employee Selection

No: [blacked out] Name: _____

Yes No Nxt Prv Exit

Available HE: _____

2. Type in valid required information and then press <ENTER> when the cursor is blinking on the YES prompt or Tab to the other selections. The following will appear on your screen:

Central Office
TRANSFER OUT

No: 987678 Name: HARDY, THOMAS

Transfer Date: _____

Annual Attendance Report Must Be Done First, Continue Transfer Out?

Yes No

Available PL: _____

Available CE: _____

Available HE: _____

3. You can press <ENTER> at the NO prompt to exit out of the procedure and then run an Annual Attendance Report;
OR
4. You can press <ENTER> at the YES prompt to continue processing this employee and then run the Annual Attendance Report later.

5. Enter YES and the following screen will appear:

```

Central Office
TRANSFER OUT
No: 987678 Name: HARDY, THOMAS
Transfer Date: 12/31/1996

Available Vacation: _____
Available Sick: _____
Available PL: _____
Available CE: _____
Available HE: _____

```

6. Type in the transfer date. Your screen will look similar to the following:

```

Central Office
TRANSFER OUT
No: 987678 Name: HARDY, THOMAS
Transfer Date: 1
Do You Want To Transfer These Balances?
  Yes No
Available Vacation: 7.0000 Hour(s)
Available Sick: 14.0000 Hour(s)
Available PL: 0.0000 Hour(s)
Available CE: 20.0000 Hour(s)
Available HE: 0.0000 Hour(s)

```

7. Press <ENTER> at the YES prompt and your screen will look similar to the following:

```

Central Office
TRANSFER OUT
No: 987678 Name: HARDY, THOMAS
Transfer Date: 12/31/1996 - Tuesday 31-DEC-1996

Available Vacation: 7.0000 Hour(s)
Available Sick: 14.0000 Hour(s)
Available PL: 0.0000 Hour(s)
Available CE: 20.0000 Hour(s)
Available HE: 0.0000 Hour(s)

Ok Cancel Retry
Transfer Out Employee

```

8. Press <ENTER> at the OK prompt and the following message will be at the bottom of your screen:
-I- EMPLOYEE TRANSFERRED OUT
9. You will be returned to the Employee Selection Box screen to select another employee or to exercise the Quit option.

TRANSFER IN AN EMPLOYEE PROCEDURE

1. Type in TRANSFER_IN and then press <ENTER> at the System prompt (\$). The following will appear on your screen with the cursor at the NO field:

Central Office
EMPLOYEE TRANSFER INTO Central Office

No: _____ Name: _____ Transferred Out: _____
Vac: _____ Sick: _____ Pers: _____

Your cursor will be here.

-I- Enter Employee Number To Be Transferred In.

2. Type in the number of the employee you wish to transfer in. The following will be on you screen with the cursor blinking at the YES prompt:

Central Office
EMPLOYEE TRANSFER INTO Central Office

No: 987678 Name: HARDY, THOMAS Transferred Out: 12/31/1996
Vac: _____ Sick: _____ Pers: _____

Is This The Correct Employee & Transfer Date?
Yes No Cancel

- Press <ENTER> at the YES prompt if this is the correct employee or Tab to the other prompts to select another employee or to cancel the process. The employee's transfer out date will be filled in along with the amount of time in each of the categories that will be transferred in. Your screen will look similar to the following:

Central Office
EMPLOYEE TRANSFER INTO Central Office

No: 987678 Name: HARDY, THOMAS Transferred Out: 12/31/1996
 Vac: 3.00 Sick: 2.00 Pers: 4.00


Do You Wish To Transfer These Balances?
 Yes No Cancel

- Press <ENTER> at the YES prompt to complete the Transfer In procedure, or Tab to the NO or CANCEL prompt to end the procedure. Select YES and the following message will be on your screen:

Central Office
EMPLOYEE TRANSFER INTO Central Office

No: 987678 Name: HARDY, THOMAS Transferred Out: 12/31/1996
 Vac: 3.0000 Sick: 2.0000 Pers: 4.0000

Confirm Transfer of Employee and Earned info.
 Yes No Cancel

 Information and codes may change from agency to agency.

- Press the <ENTER> key to confirm the transfer or use the Tab key to make a different selection. The following message will be on your screen:

ANOTHER TRANSFER OR CANCEL TO EXIT?

- Press <ENTER> at the OK prompt and your screen will refresh so that you may type in another employee or Tab to the EXIT prompt and return to the System prompt (\$).

7. After the Transfer In process has been run, you must select FILES from the Main Menu bar and then use the Employee Master File Maintenance option to check the following fields for accuracy for each employee transferred in:



It is important that you use the Employee Master File Maintenance option to verify that all codes and other field information is correct.

VAC ACC RATE Vacation Accrual Rate
SICK ACC RATE Sick Accrual Rate
SECTION..... Section Number
POS CTL NO Position Control Number
POS CLS CDE Position Class Code
SCHED Schedule Code
SHIFT Shift
ACCT CODE Account Code Information

CHANGE ATTENDANCE CODE PROCEDURE

1. Enter CATTCD and then press <ENTER> at the System (\$) prompt. The following will now appear on your screen:

```

                                Central Office
                                CHANGE ATTEND CODES

Enter Employee Number: _____

Enter Start Date: _____
Enter End Date : _____

Enter Old Attendance Code(s): ____
                               ____
                               ____
                               ____
                               ____

Enter New Attendance Code : ____

                                Confirm: Y, N, or E ? _

```

2. Type in the following information pressing <ENTER> after each entry:
 - a. Employee Number.
 - b. Start Date (MM/DD/CCYY).
 - c. End Date (MM/DD/CCYY).
 - d. Up to six Attendance Codes to change.
 - e. The new Attendance Code.
3. Your cursor will be at the Confirm prompt. Type in 'Y' if your information is correct or 'N' to be able to go back and edit the information. The following will be displayed after entering 'Y':

CHANGE ATTEND CODE queued to batch.
Please wait for mail to continue processing
Press Return

4. You will receive a mail message similar to either of the following:

Mail Message #1

```
'Job CATTCD (queue BOSSB_BATCH, entry 484) completed
***CHANGE ATTENDANCE (CHGATT_CDS) COMPLETED SUCCESSFULLY***
**CHECK EMPLOYEE'S AVAILABLE TIME FOR ACCURACY**
** ENTER ACCRUALS (IF NECESSARY) FOR PERIODS OF **
** UNPAID LEAVE THAT WERE UPDATED **
** nn Attendance records updated **
```

Mail Message #2

Subj: CHGATT_CDS

***** CHANGE ATTENDANCE (CHGATT_CDS) DID NOT RUN SUCCESSFULLY. *****

PLEASE CONTACT THE SYSTEM MANAGER.

**** ***** UNEXPECTED EOJ IN (CHGATT_CDS) ****

**** last attendance record processed ****

**** Employee number = XXXXXX ****

**** Attendance Date = MM/DD/YY ****

**** Attendance Code = X ****

**** Attendance Hours = XX.XX ****

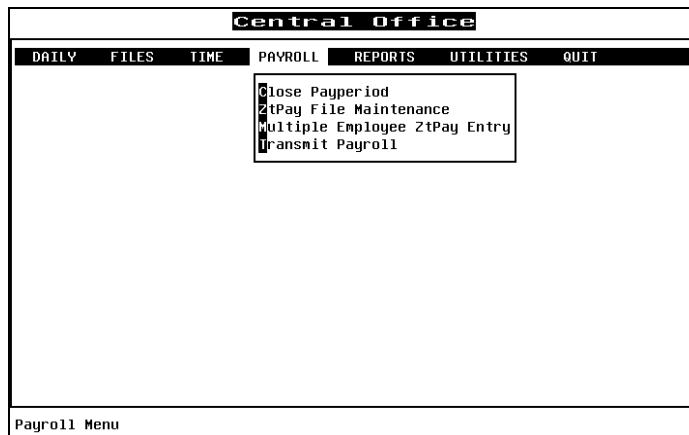
**** nn Attendance records updated ****

**PLEASE CONTACT TIME AND ATTENDANCE SUPPORT FOR ASSISTANCE AT
(860) 566-4471**

- From the Main Menu bar select PAYROLL.



- The following will appear on your screen:



Certain users will not have the ZtPay File Maintenance, Multiple Employee ZtPay Entry and Transmit Payroll options.

Processing Steps for Payroll Interface Users

- Print the employee's time sheets for your agency, department or location and have your employees fill in their time sheet with their appropriate attendance codes. Then use the following steps:
 1. Validate the time sheet attendance entries for attendance codes, shifts and differentials.
 2. Enter the bi-weekly attendance from time sheets by using the Time Sheet Data Entry option under the TIME menu.
 3. Run the Employees Without Time Sheets Report from the Report Menu option under the REPORTS menu on the Main Menu bar.
 4. If any employees are listed without time sheets, locate the time sheets and enter them.
 5. Re-run the Employees Without Time Sheets Report until all employees' time sheets that are available have been entered.
- The Payroll Exception Report under the REPORTS menu can be run whenever time sheets have been entered. An Error Report and a FLSA Worksheet are generated at the same time. This report shows the attendance for the pay period for each employee as well as any overrides or other earnings that have been calculated.
 - To print the Payroll Exception Report, the Error Report, and the FLSA Worksheet, select the Report Print option under the REPORTS menu.
- When all the available time sheets have been entered, run the Close Payperiod option. This will close the pay period and give you a count of the employees who do not have time sheets. It will also generate the Time Sheet Adjustment Report showing the before and after picture of any attendance changes for prior periods. The System will then generate ZT Transactions.
- Run the ZtPay Audit Report after running the Close Payperiod option. This option produces a report of ZT Transactions generated from attendance for the pay period as well as for the manually entered ZT Transactions.
- The Payroll Exception Report should then be verified against the Employee Time Sheets. Any corrections that are needed can be entered using the ZtPay File Maintenance option under the PAYROLL menu.
- Re-run the ZtPay Audit Report to confirm that the proper corrections were made.
- To send ZT Transactions to the Office of the State Comptroller, you must run the Transmit Payroll option.




Because it produces an accurate report of the information that was transmitted to payroll, the ZtPay Audit report should be run prior to using the Transmit Payroll option.

Attendance Codes That Generate Other Earnings

- In addition to the following codes listed, any attendance code with an attendance type of 'O' will generate other earnings:

CODE	EXPLANATION
SOT*	Attendance Code for straight overtime if the system is not calculating overtime.
IC, RIC, OIC	In-charge Attendance Codes.
HWP, HXP	Paid Holiday Attendance Codes that will generate holiday pay.
HWS*, HWO*, PWO*	
PWP	Generates premium holiday pay for the attendance hours entered.
PWC	Generates holiday pay for half the attendance hours entered.
HD	Hazardous Duty
HO*	Held over regular attendance that generates straight overtime pay for at least one hour.
HOT*	Held over overtime attendance that generates overtime pay for at least 1 hour
HTO	Pays half time OT
OC, OCP	Pays on call
ND	Pays night duty
RE	Regular early attendance code
<i>Note: *Used by agencies that input both 'SOT' and 'O' (AUTOCALC OVERTIME = N in Employee Payroll File).</i>	

Attendance Shifts that Generate Other Earnings

 Valid weekend differential shifts vary by agency.

- The following attendance shifts generate other earnings:
 - 1RE, 2 and 3 generate shift differential for attendance hours.
- Weekend differential is generated by Bargaining Unit for all weekend hours worked that equal or exceed the minimum hours for your agency.
 - DOC and CME = All shifts on Saturday and Sunday
 - All Others = Friday 3rd shift, all day Saturday and Sunday 1st and 2nd shifts.

Differential Codes that Generate Other Earnings

- The following differential codes generate other earnings:

CODE	DIFFERENTIAL
SI	Snow and Ice
HD	Hazardous duty
CS	Continued Shift
IC	In-Charge (for holidays)
RE	Regular Early Shift
WD	Weekend
WI	Weekend and In-Charge
LD	Lane differential
DO	Duty officer In- Charge
ES	Extended shift
TS	Temporary Shift



You can only run the Close Payperiod option once per pay period.

- The Close Payperiod option closes the current pay period. This option should be run after you have entered data from all of your employee time sheets for the pay period.
- The Close Payperiod option can only be run *once* per pay period.

Functions

- Gives a count of missing time sheets and asks if you wish to close the pay period anyway.
- Produces the Time Sheet Adjustment Report for all attendance additions or changes since the previous Close Payperiod was run and produces an audit trail of these additions or changes.

Payroll Interface Users



This report should be printed out and filed for future verification of your compliance with FLSA regulations.

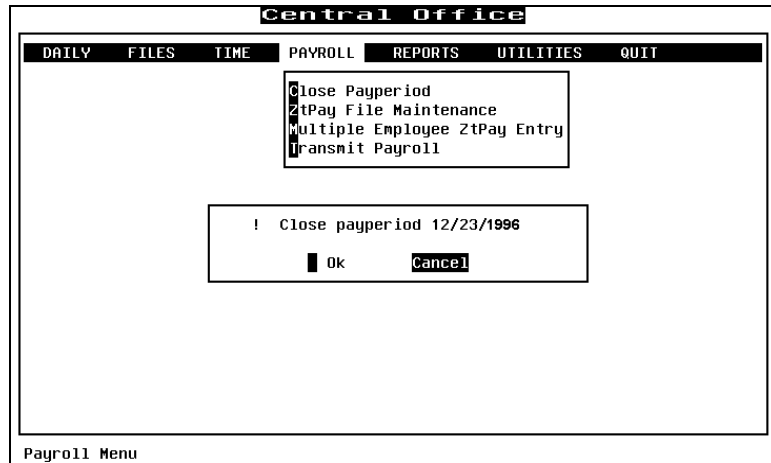
- Produces an Error Report that lists the employees whose ZT Transactions were *not* generated by this process. This report also generates other error, warning or informational messages.
- Generates a Payroll Exception Report that contains the attendances as well as the overrides and other earnings (DOE's) for the pay period.
- Performs overtime calculations in compliance with the Fair Labor Standards Act (FLSA) and produces the FLSA Computation Worksheet Report. This report should be printed out and filed away for future verification of your compliance with FLSA regulations
- Creates ZT Transactions from attendance records for payroll interface users.
- The ZtPay Audit Report from the REPORTS menu can be run to produce a report of the payroll transactions that have been created (*do not run this report until the Close Payperiod is completed*).



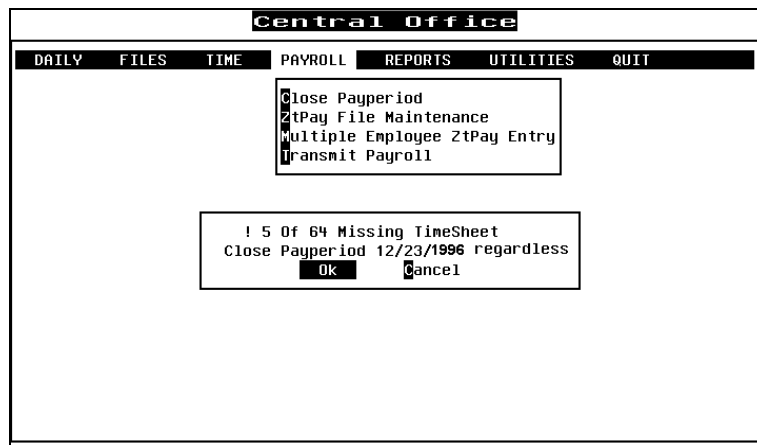
Do not run the ZtPay Audit Report until the Close Payperiod option has been run.

TO USE THIS OPTION:

1. Select PAYROLL from the Main Menu bar. Then select the Close Payperiod option. Your screen will appear similar to the following:



2. Press <ENTER> at the OK prompt to confirm that it is the correct pay period. The System asks you to wait while it searches for missing time sheets. When it has finished searching, the following screen appears:



3. To continue to close the pay period, use the Left Arrow key to move to the OK prompt and then press <ENTER>. Confirm that you have selected the correct pay period to close and the job is submitted to run. A mail message is sent to your terminal when the process is completed similar to the following:

CLOSING THE PAYPERIOD WAS SUCCESSFUL

- After printing out the Error Report, the Payroll Exception Report and the FLSA Computation Worksheet proceed with the following steps:
 1. Check the time sheets for any employees listed on the Error Report.
 2. If they have any overrides or other earnings, run the ZtPay File Maintenance option from the PAYROLL menu to add their ZtPay Transactions.
 3. The ZtPay Audit Report can be run at this point to show the ZT Transactions created by this process, or you can wait until all ZT Transactions are ready to be transmitted before running the report.

TO PRINT THIS REPORT:

- Any of the reports generated by this option can be printed by selecting the Reports Menu option and then choosing the Report Print option (see Page 93 in Chapter 6) for details on in this option.



The ZtPay File Maintenance option can be run as *many* times as needed.

- The ZtPay File Maintenance option allows payroll interface users the opportunity to enter additions, changes and deletions of ZT Transaction records for the following occurrences:
 1. ZT Transaction needed for employees listed on the Error Report.
 2. The addition of any payroll adjustments for:
 - a. Retroactive payments;
 - b. Bonuses not generated by the System; and/or
 - c. Payments for attendance entered after running the Close Payperiod option.
 3. Changes or deletions of ZT Transactions generated by the Close Payperiod option.
- The ZtPay File Maintenance option can be executed as *many* times as needed.
- The following special function keys can be used while in this menu option:

Special Function Keys

KEY	FUNCTION
ENTER	Enters new or changed values.
BACKSLASH (\)	Allows the operator to backup through the fields.
CTRL^Z or F10	Places you at the confirm options menu.
F12 or Backspace	Moves backward to the previous field.
TAB	Moves to next field.
DOWN ARROW	Pressing this key accepts the field value as displayed without requiring any changes and moves cursor to next line.
UP ARROW	This key is used to move upwards to the previous row.
GOLD^A/PF1^A	<i>Pre-fills</i> first 7 digits of extended distribution button from Employee Master File information.

TO USE THIS OPTION:

1. Select PAYROLL from the Main Menu bar.
2. Then select the ZtPay File Maintenance option. The following will appear on your screen:

```

SINGLE EMPLOYEE TIME CARD ENTRY AND EDIT
-----
State:      Payroll:      02/20/97
No:        Name:
Attempted Access: MM      Emp Status:      Pay Cd:
ITEM TR  OR  REG  REG RATE  OT  OT  OT RATE  (*)  EXTENDED
NO  CD  CD  HOURS  OR AMT  CD  HOURS  OR AMT  DOE  DIST
1:  R_  -  -      -      -  -      -      -      -
2:  R_  -  -      -      -  -      -      -      -
3:  R_  -  -      -      -  -      -      -      -
4:  R_  -  -      -      -  -      -      -      -
5:  R_  -  -      -      -  -      -      -      -
      HHHhh  RRRrrrr  HHHhh  RRRrrrr
      AAAAAaa  AAAAAaa
      WWWW
AGCY FUND SID      WEEKS PAID  SP HR
1:  -  -  -
2:  -  -  -
3:  -  -  -
4:  -  -  -
5:  -  -  -
Add  Chg  Del  Dsp  Nxt  Prv  Exit
Add Record(s)
    
```

Description of Fields

FIELD	DESCRIPTION
ITEM NO	The Item Number is automatically assigned when ZtPay records are created. <i>(You cannot add or change this field.)</i>
TR CD	Time Entry Transaction Code. <i>(Valid values are 1 or 3.)</i>
OR CD	Override Codes. <i>(Valid if left blank or enter the pound sign (#) to override the employee's normal pay.)</i>
REG HOURS	Total regular hours (HHHhh).
REG RATE OR AMOUNT	Rate (RRRrrrr) or amount (AAAAAaa).
OT CDE	Overtime Code 1 = Straight Time J = Time and a Half H = Half Time
OT HOURS	Overtime Hours (HHHhh).
OT RATE OR AMOUNT	Overtime Rate (RRRrrrr) or Amount (AAAAAaa).
DOE	Deduction and Other Earning Codes (press the (*) key and <ENTER> to view a list of valid DOE's.
EXT DIST	Extended Distribution <i>(4-digit Function, 3-digit Activity, 1-digit Minor and 2-digit Major).</i>
AGCY	Agency.
FUND	Fund.
SID	Special ID.
WEEKS PAID	Number of weeks paid to employee for that specific charge.
SP HOURS	Special Hours.

- Your cursor will be positioned at the ADD prompt at the bottom right of the screen (the first of seven selection buttons appearing within a window). Select any of the first four buttons and the following will appear on your screen:

Employee Selection Box.

SINGLE EMPLOYEE TIME CARD ENTRY AND EDIT										
ADD								03/05/97		
State:		Payroll:		Emp Status:		Pay Cd:				
No:		Name:		Employee Selection						
ITEM	TR	OR	No:	Name:						
NO	CD	CD				EXTENDED DIST				
1:	R_	-								
2:	R_	-								
3:	R_	-								
4:	R_	-								
5:	R_	-								
			Yes	No	Nxt	Prv	Exit			
			HHHhh	RRRrrrr	HHHhh	RRRrrrr				
			AAAAAaa	AAAAAaa	AAAAAaa	AAAAAaa				
			UUUUu							
AGCY	FUND	SID	WEEKS PAID	SP	HR					
1:										
2:										
3:										
4:										
5:										

- The cursor will be positioned at the Employee Number field in the Employee Selection Box. Type in an exact match with an employee number in the Employee Master File. Press <ENTER> without entering any numbers and the cursor moves to the Employee Name field.
- Type in as many letters of the employee's name that you are sure of (the System will select the closest match from the letters you entered). Press <ENTER> with no typing and the name of the first person in alphabetic sequence is filled in. Use the NXT and PRV options to select the next and previous employees that are listed in the Employee Master File.

ADD OPTION

- This option allows you to add pay records for a selected employee.
 - Choose the Add option and your screen will be similar to the following:

ADD SINGLE EMPLOYEE TIME CARD ENTRY AND EDIT 03/05/97

State: CT Payroll:
 No: 987678 Name: HARDY, THOMAS Emp Status: A Pay Cd: 5
 074.25000100000 0314083101

ITEM	TR	OR	REG	REG RATE	OT	OT	OT RATE	(*)	EXTENDED
NO	CD	CD	HOURS	OR AMT	CD	HOURS	OR AMT	DOE	DIST
1:	R_	-	-	-	-	-	-	-	-
2:	R_	-	-	-	-	-	-	-	-
3:	R_	-	-	-	-	-	-	-	-
4:	R_	-	-	-	-	-	-	-	-
5:	R_	-	-	-	-	-	-	-	-

HHHhh RRRrrrr HHHhh RRRrrrr
 AAAAaaa

8053 0000 0001 WWWW
 AGCY FUND SID WEEKS PAID SP HR

1: _____
 2: _____
 3: _____
 4: _____
 5: _____

Ret/Ent: Accept Entry
 Tab: Next Field
 BackSp: Prev. Field
 Up/Dn Arr: Prev/Next Row
 Ctrl-Z: Post Charge(s)
 Pf1 + A: Default Entry

List of special keys you can use to move between the fields.

- When you have entered the last field in the record (SP HR) or when you press CTRL^Z from any position on the data entry screen, the Confirm Add Selection Box will appear in the lower right hand corner of your screen. Your screen will look similar to the following:

Common File Account SINGLE EMPLOYEE TIME CARD ENTRY AND EDIT 03/11/97

ADD State: CT Payroll:
 No: 987678 Name: HARDY, THOMAS Emp Status: A Pay Cd: 1
 00000 0100000 1104083101

ITEM	TR	OR	REG	REG RATE	OT	OT	OT RATE	(*)	EXTENDED
NO	CD	CD	HOURS	OR AMT	CD	HOURS	OR AMT	DOE	DIST
1:	R1	-	00007	-	-	-	-	-	-
2:	R_	-	-	-	-	-	-	-	-
3:	R_	-	-	-	-	-	-	-	-
4:	R_	-	-	-	-	-	-	-	-
5:	R_	-	-	-	-	-	-	-	-

HHHhh RRRrrrr HHHhh RRRrrrr
 AAAAaaa

8053 0000 0001 WWWW
 AGCY FUND SID WEEKS PAID SP HR

1: _____
 2: _____
 3: _____
 4: _____
 5: _____

Confirm Add
 Yes No Cancel

Confirm Add Selection Box.

- Enter YES to add the record. You will be returned to the ADD prompt to enter another record. Your screen will look similar to the following:

Common File Account
SINGLE EMPLOYEE TIME CARD ENTRY AND EDIT

03/11/97

State: _____ Payroll: _____
 No: _____ Name: _____ Emp Status: _____ Pay Cd: _____

ITEM	TR	OR	REG	REG RATE	OT	OT	OT RATE	(*)	EXTENDED
NO	CD	CD	HOURS	OR AMT	CD	HOURS	OR AMT	DOE	DIST
1:	R_	-	_____	_____	-	_____	_____	_____	_____
2:	R_	-	_____	_____	-	_____	_____	_____	_____
3:	R_	-	_____	_____	-	_____	_____	_____	_____
4:	R_	-	_____	_____	-	_____	_____	_____	_____
5:	R_	-	_____	_____	-	_____	_____	_____	_____

HHHhh RRRrrrr HHHhh RRRrrrr
 AAAAAaa AAAAAaa AAAAAaa
 Wwww Wwww

AGCY FUND SID WEEKS PAID SP HR

1: _____
 2: _____
 3: _____
 4: _____
 5: _____

Add Chg Del Dsp Nxt Prv Exit
 Add Record(s)

-I- Records(s) ADDED

Confirms the adding of the record.

4. Enter NO and you will be returned to the data entry fields for adding of additional entries or to edit your current entry. Enter CANCEL and you will be returned to the ADD prompt. The entire current operation is canceled, no records are posted, and you are returned to the main screen.

CHANGE OPTION

- This option allows you to change a selected employee's pay record.
 1. Press <ENTER> at the CHANGE prompt and the following screen will appear:

Common File Account
SINGLE EMPLOYEE TIME CARD ENTRY AND EDIT

03/11/97

CHANGE

State: CT Payroll: _____
 No: 000113 Name: HARDY, THOMAS Emp Status: A Pay Cd: 1
 00000 0100000 1104083101

#	Tr	Or	R/Hrs	R/Rte	Ot	O/Hrs	O/Rte	DOE	ExtDist	Agcy	Fund	Sid	WkPd	S
1	R1	-	07725	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
2	R1	-	_____	0003846	_____	_____	_____	18	1104083198	_____	_____	_____	_____	_____
3	R1	-	00700	0003500	_____	_____	_____	19	1104083110	_____	_____	_____	_____	_____
4	R1	-	00900	0004000	_____	_____	_____	11	1104083108	_____	_____	_____	_____	_____
5	R1	-	00000	_____	1	01050	_____	17	1104083114	_____	_____	_____	_____	_____

HHHhh RRRrrrr HHHhh RRRrrrr
 AAAAAaa AAAAAaa AAAAAaa
 Wwww Wwww

AGCY FUND SID WEEKS PAID SP HR

1: _____
 2: _____
 3: _____
 4: _____
 5: _____

Up/Dn Arr: Prev/Next Record
 B: Bottom Record
 T: Top Record
 Ret/Ent: Select Record
 Ctrl-Z, Tab, F10: Exit Selection Box

2. To select a specific record, toggle the Up or Down Arrow key on the desired record, press <ENTER> and then press F10 or the Tab key. The selected pay record(s) will be on the screen where it can be changed.
3. Just like in the ADD option, the Post Box window appears when CTRL^Z is pressed. The same functionality applies.

DELETE OPTION

- This option allows you to delete up to five ZT Transactions for a selected employee. As in the CHANGE option, a list of the pay records appears in a window across the middle of the screen.
 1. To select a desired record follow the same instructions as in the CHANGE option.
 2. When the desired record(s) is displayed on the main screen, a Confirm Deletion Box appears at the bottom right corner of the main screen.
 3. Press YES to delete the record or NO to leave it intact.

DISPLAY OPTION

- This option will display a selected employee's pay record but will not let you make any changes to it. CTRL^Z can be used to exit this option from any point on the screen.

MULTIPLE EMPLOYEE ZTPAY ENTRY

- The Multiple Employee ZtPay Entry option can be used to enter ZT Transaction for more than one employee on the same screen. This program is helpful when entering longevity and other bonus payments for groups of employees.

TO USE THIS OPTION:

- Select PAYROLL from the Main Menu bar.
- Then select the Multiple Employee ZtPay Entry option. The following will appear on your screen:

```

                PAYROLL INTERFACE
                MULTIPLE EMPLOYEE TIME CARD ENTRY

EMPLOYEE TR  OR  REG  REG  O/T  O/T  O/T  EXTENDED
NUMBER  CD  CD  HOURS  RATE  CD  HOURS  RATE  DOE  DIST
1:  |____ R_  -  _____  _____  -  _____  _____  -  _____
2:  |____ R_  -  _____  _____  -  _____  _____  -  _____
3:  |____ R_  -  _____  _____  -  _____  _____  -  _____
4:  |____ R_  -  _____  _____  -  _____  _____  -  _____
5:  |____ R_  -  _____  _____  -  _____  _____  -  _____
6:  |____ R_  -  _____  _____  -  _____  _____  -  _____
                HHHhh  RRRrrrr  HHHhh  RRRrrrr
                AAAAAaa  AAAAAaa


```

Description of Fields

FIELD	DESCRIPTION
TR CD	Time Entry Transaction Code. <i>(Valid values are 1 or 3.)</i>
OR CD	Override Codes. <i>(Valid if left blank or enter the pound sign (#) to override the employee's normal pay.)</i>
REG HOURS	Total regular hours (HHHhh).
REG RATE OR AMOUNT	Rate (RRRrrrr) or amount (AAAAAaa).
OT CDE	Overtime Code 1 = Straight Time j = Time and a Half h = Half Time
OT HOURS	Overtime Hours (HHHhh).
OT RATE OR AMOUNT	Overtime Rate (RRRrrrr) or Amount (AAAAAaa).
DOE	Deduction and Other Earning Codes (press the (*) key and <ENTER> to view a list of valid DOE's).
EXT DIST	Extended Distribution <i>(4-digit Function, 3-digit Activity, 1-digit Minor and 2-digit Major).</i>

3. You can now add data to the fields for up to six employees. Press F10 or CTRL^Z when you are finished and the following prompt appears on your screen:

CONFIRM ADD <Y>_

4. Press 'A' to confirm the adding of the ZT Transactions.

- The following special function keys can be used while in this option:

Special Function Keys

KEY	FUNCTION
ENTER	Enters new or changed values.
BACKSLASH (\)	Allows the operator to backup through the fields.
CTRL^Z, F10 or UP ARROW	Places you at the confirm options menu.
F12 OR BACKSPACE	Moves backward to the previous field.
TAB	Moves to next line.
DOWN ARROW	Pressing this key accepts the field value as displayed without requiring any changes and moves cursor to next line.

TRANSMIT PAYROLL

- The Transmit Payroll option transmits the ZT Transactions from the Time & Attendance System to Central Payroll at the State Comptroller's Office. This option should be completed *prior* to the MSA Payroll deadline.
- The Transmit Payroll option can be executed only *once* after your pay period has been closed and your Payroll Department has approved the ZtPay Audit Report as accurate and complete.

TO USE THIS OPTION:

1. Select PAYROLL from the Main Menu bar. Then select the Transmit Payroll option. The following will appear on your screen if you have not closed the pay period:

```
- I - Close Payperiod 06/06/97 .  
      Before Transmit  
      Ok
```

2. Press <ENTER> at the OK prompt and to go to the Close Pay Period option (see Page 5).
3. After the Close Pay Period option has been run and the Transmit Payroll option has been selected, the following will appear on your screen:

```
! Transmit PayRoll For 06/06/97.  
Ok      Cancel
```

4. You will be asked to confirm that you wish to transmit the payroll. The following message will be on your screen:

**** TRNZTP SUCCESSFULLY QUEUED TO BATCH ****

**** A MAIL MESSAGE WILL BE SENT UPON JOB COMPLETION ****

- When the transmission has been completed, you will receive the following mail message:

```

**          PAY PERIOD          **
**          _/_/_ - _/_/_        **
** XXXX Payroll Records Have Been Transmitted **
** You Will Receive Mail From The Comptroller Within      ** The Next Few
   Minutes Indicating Your Record Count. **
** Type READ/NEW Within MAIL To Read This Message**
** If You DO NOT Get A "Received" Record Count Within    **** 15 Minutes, Please
   Contact BOSS Time & Attendance At *(860) 566-4471

```

- You will receive the following second mail message from the Office of The State Comptroller once they have received the transactions:

```

**   XXX Records Received By OSC   **
***   The Job Name is "IOJGE1"     ***
****  If The Record Count Is Incorrect  ****
***** Or If You Have Any Problems Call *****
****   BOSS At (860) 566-4471 Or   ****
***   BOSS Pager At (860) 721-4821   ***
**   HAVE YOUR RECORD COUNT READY   **

```



If you are transmitting multiple accounts, an additional mail message will be sent listing the different accounts to be merged with the number of ZT Transactions for each account.



If any of the accounts have not run the Close the Pay Period option, the transmit process will not take place.

- If for any reason the transmission does not execute properly the following mail will be sent to your account:

```

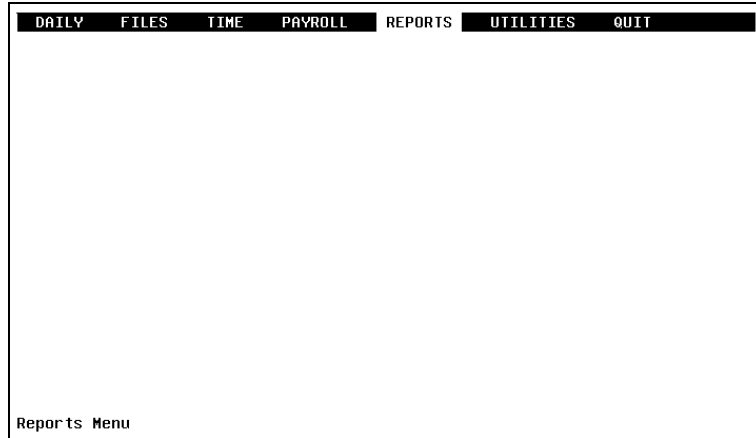
** TRANSMIT OF ZTPAY RECORDS DID NOT RUN SUCCESSFULLY**
**PLEASE CONTACT SYSTEMS MANAGER

```


- If the two mail messages have different transaction counts, call the Time & Attendance support team at (860) 566-4471.
- Once the transmit process has taken place, the next pay period will start automatically. An empty file will then be ready for your new ZT Transactions for the next pay period.

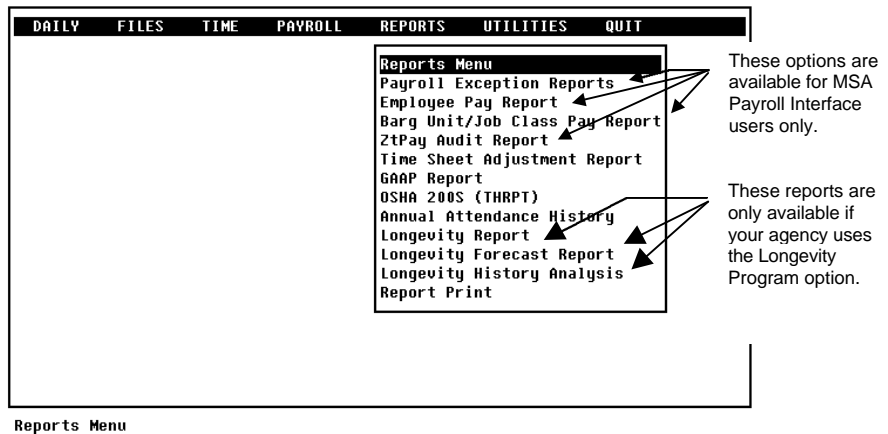
REPORTS MENU ~ CHAPTER 6

- From the Main Menu bar select REPORTS.



- The following screen will appear:

 Some users will not have all of these menu options.



- Use the Down Arrow key to move to the report you want to run and then press <ENTER>. The program will begin to prompt you for the necessary information for the report you selected.

- The Reports Menu option shows you a list of standard available reports and gives you the option to select one from the menu. Your screen will look similar to the following when you select Reports Menu:

```
REPORT MENU
Choose one of the following options:
1 - [MH2004] PRINT EMPLOYEE TIME SHEETS
2 - [MH2005] EMPLOYEES WITHOUT TIME SHEETS
3 - [MH2010] HOLIDAY AND COMP TIME EXPIRING
4 - [MH2011] OVERTIME REPORT
5 - [MH2012] AVAILABLE TIME FOR EMPLOYEES
6 - [MH2013] EMPLOYEE TIME OFF REVIEW
7 - [MH2014] QUARTERLY ATTENDANCE REVIEW
8 - [MH2015] EMPLOYEE ATTENDANCE RECORD
9 - [MH2016] WORKERS' COMPENSATION
10 - [MH2017] LEAVE OF ABSENCE FOR LONGEVITY/SENIORITY
11 - [MH2018] ANNUAL REPORT OF SICK AND SPECIAL LEAVE
12 - [MH2025] ANNUAL ATTENDANCE REPORT

ENTER OPTION, OR "END" TO EXIT.
USE CTRL/Z TO EXIT FROM ANY OPTION.

WHICH OPTION <DISPLAY THE MENU??
```

- Select the number of the report you want to run or press CTRL^Z or F10 to exit the menu.

Print Employee Time Sheets – (MH2004)

- The Print Time Sheets option (#1 Under The Reports Menu) will pre-print the following information on each time sheet for each employee in the Employee Master File:
 1. Pay period beginning and ending dates
 2. Employee name
 3. Employee number
 4. Function
 5. Activity
 6. Section
 7. Last used schedule code
 8. Date of each day in the pay period
 9. The leave time effective date as of the pay period for the following balances:
 - a. Vacation Balance
 - b. Sick Balance
 - c. PL Balance
 - d. Holiday Comp Time Balance
 - e. Compensatory Time Balance
 - f. Vacation Accrual Rate
 - g. Sick Accrual Rate
 - h. Monthly Accrual Rates (in hours)
 - i. Vacation Leave
 - j. Sick Leave

TO RUN THIS REPORT:

1. From the Main Menu bar select REPORTS and then select the Reports Menu option.
2. Type in '1' and then press <ENTER>. The following prompt will be on your screen:

ENTER DATES IN MM/DD/<CC>YY FORMAT (I.E. 03/24/1997):
STARTING DATE?

3. Type in the beginning pay period date (*must be a Friday of a valid pay period*) and then press <ENTER>.
4. Type in the ending pay period date (*must be a Thursday of a valid pay period*) and then press <ENTER>.
5. Type in the last time sheet posting date and then press <ENTER>. The following prompt will be on your screen:

**DO YOU WISH TO REPORT BY SELECTED EMPLOYEES,
SECTIONS, OR ALL ?**

Enter ALL, SEC, OR EMP <ALL>?

6. Type in ALL (the default entry) and then press <ENTER> or just <ENTER> and the report will be on all employees. Type in SEC or EMP and then press <ENTER> and you will be prompted for the following:

INPUT SECTION (EMPLOYEE NUMBER) OR E TO END?

7. Type in the section (or employee number) you want to report on. The following prompt will *again* be on your screen:

INPUT SECTION (EMPLOYEE NUMBER) OR E TO END?

8. Type in the next section (employee number) and then press <ENTER>. Continue to type in sections (employee numbers) and <ENTER> until you have typed in all the sections or employees you want to report on. To report on a section range, you can type in the range and then press <ENTER>, i.e., 002-008.
9. When you have typed in all of the individual employee numbers, sections or a range of sections, type in 'E' and then press <ENTER> (*the report will not run until this is done*). The following prompt will be on your screen:

DO YOU WISH TO RUN THIS NOW (N) OR AFTER MIDNIGHT (AM) <NOW>?

10. Select NOW and the report will run immediately. Select AM and the report runs at night, runs faster, and is less expensive for your agency. The following prompt will be on your screen:

*****[MH2004] PRINT EMPLOYEE TIME SHEETS" SUCCESSFULLY QUEUED TO
BATCH**

- The following mail messages is received after the report has run:

New mail on node BOSSA from BOSS::TAS-USER (15:08:20)

Job MH2004 (queue BOSSA_BATCH, entry 1321) completed

- The following prompt will be on your screen:

WHICH OPTION <DISPLAY THE MENU>?

1. Press <ENTER> to display the menu.
 2. Type in '1' through '12' and then press <ENTER> to run another report or press END, CTRL^Z or F10 to exit the program.
- You will receive the following mail message when the report has run:

******EMPLOYEE TIME SHEETS HAS RUN SUCCESSFULLY******

TO PRINT THIS REPORT:

- Either of the following methods may be used to print the report:
 1. Use the Report Print option under the Reports Menu (see Page 93 for details for this option);
OR
 2. Type in 'MY_REPORT MH2004' at the System prompt (\$).
- If it should be necessary to restart the printing because of printer problems, you can select the starting employee time sheet by typing MY_REPORT MH2004/S:999999 (999999 represents the employee number to restart the printing at).
- A printed time sheet will look similar to either of the following:



To restart the printing at a certain employee number, type MH2004/S: and then the employee number to start at.

STATE OF CONNECTICUT
EMPLOYEE TIME SHEET
_____ TO _____

EMPLOYEE NAME: _____ EMP#: _____
 FUNC: _____ ACT: _____ SEC: _____ SCHED. CDE: _____

DATE	HRS	CODE	HRS	CODE	HRS	CODE	HRS WORKED
F _____	_____	_____	_____	_____	_____	_____	_____
S _____	_____	_____	_____	_____	_____	_____	_____
S _____	_____	_____	_____	_____	_____	_____	_____
M _____	_____	_____	_____	_____	_____	_____	_____
T _____	_____	_____	_____	_____	_____	_____	_____
W _____	_____	_____	_____	_____	_____	_____	_____
T _____	_____	_____	_____	_____	_____	_____	_____
F _____	_____	_____	_____	_____	_____	_____	_____
S _____	_____	_____	_____	_____	_____	_____	_____
S _____	_____	_____	_____	_____	_____	_____	_____
M _____	_____	_____	_____	_____	_____	_____	_____
T _____	_____	_____	_____	_____	_____	_____	_____
W _____	_____	_____	_____	_____	_____	_____	_____
T _____	_____	_____	_____	_____	_____	_____	_____

AVAILABLE TIME
AS OF PAY PERIOD ENDING
_____ HOURS

MONTHLY ACCRUAL RATES
(IN HOURS)

VACATION LEAVE
SICK LEAVE
PERSONAL LEAVE
HOLIDAY COMP TIME
COMPENSATORY TIME

VACATION LEAVE
SICK LEAVE

EMPLOYEE SIGNATURE: _____ DATE: _____

SUPERVISOR SIGNATURE: _____ DATE: _____

Employees Without Time Sheets – (MH2005)

- The Employees Without Time Sheets option (#2 under the Reports Menu) should be run every two weeks after the time sheets of all employees have been entered into the System.
- The Employees Without Time Sheets report lists the employees in the Master File that do not have attendance records for the date range asked for.

TO RUN THIS REPORT:

1. From the Main Menu bar select REPORTS and then select the Reports Menu option.
2. Type in '2' and then press <ENTER>. The following prompt will be on your screen:

ENTER DATES IN MM/DD/<CC>YY FORMAT (I.E. 03/24/1997):

STARTING DATE?

3. Type in the beginning pay period date (*must be a Friday of a valid pay period*) and then press <ENTER>.
4. Type in the ending pay period date (*must be a Thursday of a valid pay period*) and then press <ENTER>. The following prompt will be on your screen:

DO YOU WISH TO REPORT BY SELECTED EMPLOYEES, SECTIONS, OR ALL ?

Enter ALL, SEC, OR EMP <ALL>?

5. Type in ALL (the default entry) and then press <ENTER> or just <ENTER> and the report will be on all employees. Type in SEC or EMP and you will be prompted for the following:

INPUT SECTION (EMPLOYEE NUMBER) OR E TO END?

6. Type in the next section (or employee number) and then press <ENTER>. Continue to type in sections (employee numbers) and <ENTER> until you have typed in all the sections or employees you want to report on. To report on a section range, you can type in the range and then press <ENTER> i.e., 002-008.
7. When you have typed in all of the individual employee numbers, sections or range of sections, type in 'E' and then press <ENTER> (*the report will not run until this is done*). The following prompt will be on your screen:

Please enter...

1 - sort by function, activity or

2 - sort by section

Enter 1 or 2 <1>: ? 1

8. Type in '1' or '2' to choose how the reported will be sorted. Select #1 (sort by function, activity) and the report output will be in sequence by

function/activity. Select #2 (sort by section) and the report output will be in sequence by section. The following prompt will be on your screen:

DO YOU WISH TO RUN THIS NOW (N) OR AFTER MIDNIGHT (AM) <NOW>?

9. Select NOW and the report will run immediately. Select AM and the report runs at night, runs faster, and is less expensive for your agency. The following prompt will be on your screen:

WHICH OPTION <DISPLAY THE MENU>'

10. Press <ENTER> to display the menu or type in '1' through '12' and then <ENTER> to run another report. Press END, CTRL^Z or F10 to exit the program.

- You will receive the following mail message when the report has been run:

******* MH2005 HAS RUN SUCCESSFULLY *******

TO PRINT THIS REPORT:

- Either of the following methods may be used to print the report:
 1. Use the Report Print option under the Reports Menu (see Page 93 for details for this option).
 - OR
 2. Type in 'MY_REPORT MH2005' at the System prompt (\$).
- Your report will look similar to the following example:

EMPLOYEES WITHOUT TIME SHEETS REPORT

MH2005

Department of Social Services
Common File Account
EMPLOYEES WITHOUT TIME SHEETS
FROM 12/23/1996 TO 01/05/1997

03/20/1997
Page 1

0800 Not Found

ACTIVITY	SECTION	EMPLOYEE NUMBER	EMPLOYEE NAME
ACTIVITY NAME: Not Found			
00000083	006	987678	HARDY, THOMAS
00000083	006	000065	ELLIOTT, ARNOLD
00000083	006	000071	O'CONNOR, TIMOTHY
00000083	006	000072	GRAHAM, MELISSA
00000083	006	000073	CAREY, SUSAN
00000083	006	000074	WHEELER, PAULINE
00000083	006	000103	HORNBLOWER, HOWARD
00000083	006	000120	HELMAN, PATRICIA

Holiday and Comp Time Expiring – (MH2010)

- The Holiday and Comp Time Expiring report option (#3 under the Reports Menu) produces a list of employees who have holiday or compensatory time that will expire between the dates entered (the type of time expiring is printed as HE for holiday or CE for compensatory time).
- The Holiday and Comp Time Expiring report lists the names and numbers of employees, alphabetically, either by name or number sequence within each section.
- Totals are then generated for each section, activity, and function if the sort by employee name option is not chosen.
- The report generates the amount of hours that will expire, the date the hours were earned and the day on which they will expire.

TO RUN THIS REPORT:

1. From the Main Menu bar select REPORTS and then select the Reports Menu option.
2. Type in '3' and then press <ENTER>. The following prompt will be on your screen:

ENTER DATES IN MM/DD/<CC>YY FORMAT (I.E. 03/27/1997):

STARTING DATE?

3. Type in the beginning pay period date and then press <ENTER>.
4. Type in the ending pay period date and then press <ENTER>. The following prompt will be on your screen:

DO YOU WISH TO SORT BY <FUNCTION> OR EMPLOYEE NAME or SEC?

Enter FUNC or NAME or Sec <FUNC> ?

5. Enter either FUNC, NAME or SEC and then press <ENTER> to select the way the report is sorted. The following prompt will be on your screen:

DO YOU WISH TO RUN THIS NOW (N) OR AFTER MIDNIGHT (AM) <NOW>?

6. Select NOW and the report will run immediately. Select AM and the report runs at night, runs faster, and is less expensive for your agency. The following prompt will be on your screen:

***** "[MH2010] HOLIDAY AND COMP TIME EXPIRING" SUCCESSFULLY QUEUED TO BATCH**

WHICH OPTION <DISPLAY THE MENU>

7. Press <ENTER> to display the menu or type in '1' through '12' and then <ENTER> to run another report. Press END, CTRL^Z or F10 to exit the program.



If you enter AM, your report will run at night and run faster and at less expense to your agency.

- You will receive the following mail message when the report has run:

**** MH2010 HAS RUN SUCCESSFULLY ****

TO PRINT THIS REPORT:

- Either of the following methods may be used to print the report:
 1. Use the Report Print option under the Reports Menu (see Page 93 for details for this option);
OR
 2. Type in MY_REPORT MH2010 at the System prompt (\$).
- Your report will look similar to the following example:

HOLIDAY AND COMP TIME EXPIRING REPORT

MH2010 _sec

PAGE:1

HOLIDAY AND COMP TIME EXPIRING
BY SECTION
PAY PERIOD: 12/23/1996 TO 12/31/1997
RUN DATE: 03/20/1997

006 - CARE & CUSTODY

EMPLOYEE NUMBER	EMPLOYEE NAME	TYPE CODE	HOURS	EARNED DATE	EXPIRATION DATE
987678	HARDY, THOMAS	HE	7.25	12/25/1996	06/23/1997
000065	ELLIOTT, ARNOLD	HE	7.25	01/02/1997	07/01/1997
000071	O'CONNOR, TIMOTHY	HE	7.25	01/02/1997	07/01/1997
000072	GRAHAM, MELISSA	HE	7.25	12/26/1996	06/24/1997
000073	CAREY, SUSAN	HE	7.25	12/25/1996	06/23/1997
000074	WHEELER, PAULINE	HE	1.00	12/25/1996	06/23/1997
000103	HORNBLOWER, HOWARD	HE	1.00	12/26/1996	06/24/1997
000120	HELMAN, PATRICIA	HE	1.00	12/26/1996	06/24/1997

011 - VOL. & RELIGIOUS

000113	CALABRO, MICHAEL	HE	7.00	01/02/1996	07/01/1997
000109	KINGSLEY, STEVEN	HE	1.00	12/26/1996	06/24/1997
000109	CRIPETON, MICHAEL	HE	1.00	01/02/1996	07/01/1997

Overtime Report – (MH2011)



For agencies that let the system calculate overtime (SOT vs. OT), we recommend that you do *not* use this report.

- The Overtime Report option (#4 under the Reports Menu) lists the total number of hours of overtime charged to straight overtime, time and a half overtime, mandated overtime, overtime in-charge and mandatory overtime in-charge for a particular date reporting range (*usually a two-week period*).
- If sort by function is selected, the report is broken down into section, activity and function and shows the total number of overtime hours for each group. If sort by section is selected, the report is broken down into section totals.
- The report starts a new page at the beginning of each new function title and all activities with charges are listed for that function. Within each activity are listed the sections with overtime charges with section totals listed as the columns in the detail print line and the activity and function totals of each type are printed as summary lines.

TO RUN THIS REPORT:

1. From the Main Menu bar select REPORTS and then the Reports Menu option.
2. Type in '4' and then press <ENTER>. The following prompt will be on your screen:

**ENTER DATES IN MM/DD/<CC>YY FORMAT (I.E. 03/24/1997):
STARTING DATE?**

3. Type in the beginning pay period date and then press <ENTER>.
4. Type in the ending pay period date and then press <ENTER>. The following prompt will be on your screen:

DO YOU WISH TO REPORT BY SECTION OR ALL <ALL>? all

5. Type in either ALL or SEC or just press <ENTER> for the default entry which is ALL. The following prompt will be on your screen when you type in ALL:

Please enter...

do you wish to sort by function or section <func>? sect

Please enter FUNC or SECTION

6. Type in SEC or FUNC to choose how the reported will be sorted. Type in SEC and you will be prompted for the following:

INPUT SECTION OR E TO END?

7. Type in the section you want to report on. The following prompt will *again* be on your screen:

INPUT SECTION OR E TO END?

8. Type in the next section number and then press <ENTER>.
9. Continue to type in section numbers and <ENTER> until you have typed in all of the sections you want to report on. To report on a section range, you can type in the range and then press <ENTER> i.e., 002-008.
10. When you have typed in all of the individual sections or range of sections, type in 'E' and then press <ENTER> (*the report will not run until this is done*). The following prompt will be on your screen:

DO YOU WISH TO RUN THIS NOW (N) OR AFTER MIDNIGHT (AM) <NOW>?

11. Select NOW and the report will run immediately. Select AM and the report runs at night, runs faster, and is less expensive for your agency. The following prompt will be on your screen:

***** "[MH2011] OVERTIME REPORT" SUCCESSFULLY QUEUED TO BATCH**

- The following mail message will be sent when the report has run:

New mail on node BOSSA from BOSS::TASUSER (15:21:30)

- The following prompt will be on your screen:

PROMPT = 'WHICH OPTION <DISPLAY THE MENU>

1. Press <ENTER> to display the menu or type in '1' through '12' and then <ENTER> to run another report. Press END, CTRL^Z or F10 to exit the program.
- You receive the following additional mail message when the report has run:

******* MH2011 HAS RUN SUCCESSFULLY *******

TO PRINT THIS REPORT:

- Either of the following methods may be used to print the report:
 1. Use the Report Print option under the Reports Menu (see Page 93 for details for this option);
 - OR
 2. Type in 'MY_REPORT MH2011' at the System prompt (\$).
- Your report will look similar to the following example:

OVERTIME REPORT

MH2011
 RUN DATE 03/18/1997

Department of Social Services
 Common File Account
 Overtime by Function, Activity, Section

PAGE:1

FROM 01/01/1996 TO 06/30/1996

	STRAIGHT OVERTIME SOT	OVERTIME O	MANDATED OVERTIME M	OVERTIME INCHARGE OIC	MANDATED INCHARGE MIC	TOTAL OVERTIME
FUNCTION: 0200/FUNCTION NOT FOUND ACTIVITY: 441000105/ACTIVITY NOT FOUND SECTION: 006/CARE & CUSTODY	0.00	2.00	0.00	0.00	0.00	2.00
** TOTAL FOR ACTIVITY 441000105	0.00	2.00	0.00	0.00	0.00	2.00
** TOTAL FOR FUNCTION 0200	0.00	2.00	0.00	0.00	0.00	2.00
FUNCTION: 0300/FUNCTION NOT FOUND ACTIVITY: 000000083/VOCATIONAL EDUCATION SECTION: 006/CARE & CUSTODY	0.00	4.00	0.00	0.00	0.00	4.00
** TOTAL FOR ACTIVITY 000000083	0.00	4.00	0.00	0.00	0.00	4.00
** TOTAL FOR FUNCTION 0300	0.00	4.00	0.00	0.00	0.00	4.00

Available Time for Employees – (MH2012)

- The Available Time for Employees report option (#5 under the Reports Menu) produces a list of available time for employees.
- Sick, vacation, PL, SF, FF, BL, and F time reflect the available time in the Employee Master File as of the time the report was run. The occasion dates for FF and BL are printed if appropriate. Available holiday and compensatory time are also printed from the Earned File if there is no expiration date or if the expiration date does not exceed the date typed in for the report.
- Because there may be multiple holiday and compensatory records for each employee, there is a total line printed each time the employee number changes. This total reflects the employee's total available holiday and compensatory time.
- The report can be printed by function, activity, section or employee name sequence or by employee name or section based on the selection made. This report function allows you to generate a report for selected employees, sections or for your whole facility.

TO RUN THIS REPORT:

1. From the Main Menu bar select REPORTS and then the Reports Menu option.
2. Type in '5' and then press <ENTER>. The following prompt will be on your screen:

**DO YOU WISH TO REPORT BY SELECTED EMPLOYEES,
SECTIONS, OR ALL ?**

Enter ALL, SEC, OR EMP <ALL>?

3. Enter ALL and then press <ENTER> or just <ENTER> (the default entry) and the report will be on all employees. Enter SEC or EMP and the following prompt will be on your screen:

INPUT SECTION (EMPLOYEE NUMBER) OR E TO END?

4. Type in the section you want to report on. The following prompt will *again* be on your screen:

INPUT SECTION (EMPLOYEE NUMBER) OR E TO END?

5. Type in the next section (employee number) and then press <ENTER>. Continue to type in sections (employee numbers) and <ENTER> until you have typed in all of the sections (employees) you want to report on. To report on a section range, you can type in the range and then press <ENTER> i.e., 002-008.

6. When you have typed in all of the individual sections or range of sections, type in 'E' and then press <ENTER> (*the report will not run until this is done*). The following prompt will be on your screen:

DO YOU WISH TO SORT BY <FUNCTION> OR EMPLOYEE NAME or SEC?

Enter FUNC or NAME or Sec <FUNC> ?

7. Enter either NAME or SEC or just press <ENTER> (the default entry) for FUNC to choose the way you want the report sorted. The following prompt will be on your screen:

DO YOU WISH TO RUN THIS NOW (N) OR AFTER MIDNIGHT (AM) <NOW>?

8. Select NOW and the report will run immediately. Select AM and the report runs at night, runs faster, and is less expensive for your agency. The following message will be on your screen:

***** "[MH2012] AVAILABLE TIME FOR EMPLOYEES" SUCCESSFULLY QUEUED TO BATCH**

- The following mail message will be sent when the report has run:

New mail on node BOSSA from BOSS::TASUSER (15:21:30)

- The following prompt will be on your screen:

PROMPT = 'WHICH OPTION <DISPLAY THE MENU>'

1. Press <ENTER> to display the menu or type in '1' through '12' and then <ENTER> to run another report. Press END, CTRL^Z or F10 to exit the program.
- You receive the following mail message when the report has run:

******* MH2012 HAS RUN SUCCESSFULLY *******

TO PRINT THIS REPORT:

- Either of the following methods may be used to print the report:
 1. Use the Report Print option under the Reports Menu (see Page 93 for details for this option);
 - OR
 2. Type in 'MY_REPORT MH2012' at the System prompt (\$).
- Your report will look similar to the following example:

AVAILABLE TIME FOR EMPLOYEES

MH2012

Department of Social Services
Common File Account
AVAILABLE TIME FOR EMPLOYEES AS OF LAST TIME SHEET POSTING

04/01/97
PAGE: 1

EMPLOYEE NAME	EMPLOYEE NUMBER	SICK TIME	VACATION TIME	PL TIME	COMP TIME	COMP EARNED DATE	COMP EXPIRE DATE	HOLIDAY TIME	HOLIDAY EARNED DATE	HOLIDAY EXPIRE DATE
SECTION: 006-CARE & CUSTODY										
000120, 000120 Time Sheet Week Ending: 12/22/94	000120	0.0000	0.0000	0.0000						
						SF AVAIL. TIME:	36.2500			
						FF AVAIL. TIME:	21.7500	FF OCC DATE:		
						BL AVAIL. TIME:	21.7500	BL OCC DATE:		
						F AVAIL. TIME:	21.7500			
ATT CD HWC, TIME CD RE Time Sheet Week Ending: 01/05/95	000078	1.2500	1.2500	3.0000						
						SF AVAIL. TIME:	21.7500			
						FF AVAIL. TIME:	21.7500	FF OCC DATE:		
						BL AVAIL. TIME:	21.7500	BL OCC DATE:		
						F AVAIL. TIME:	21.7500			
ATT CODE ES,CS, HH,HS,HXP S. Time Sheet Week Ending: 01/05/95	000036	1.2500	1.2500	3.0000						
*** COMP TIME TOTALS	000036							1.0000	12/25/94	
								1.0000		
						SF AVAIL. TIME:	21.7500			
						FF AVAIL. TIME:	21.7500	FF OCC DATE:		
						BL AVAIL. TIME:	21.7500	BL OCC DATE:		
						F AVAIL. TIME:	21.7500			
ATT TYPE W & C, TIME CD RE Time Sheet Week Ending: 01/05/95	000077	1.2500	1.2500	3.0000						
						SF AVAIL. TIME:	21.7500			
						FF AVAIL. TIME:	21.7500	FF OCC DATE:		
						BL AVAIL. TIME:	21.7500	BL OCC DATE:		
						F AVAIL. TIME:	21.7500			

Employee Time Off Review – (MH2013)

- The Employee Time Off Review report option (#6 under the Reports Menu) uses the Attendance File to retrace the time off taken by each employee within the specified entered date range. This report will list the date, attendance code charged, and hours for each time off entry and will list each new occasion for sick time. Each type of time off will be sub-totaled by employee and all time off will be sub-totaled by section.

TO RUN THIS REPORT:

1. From the Main Menu bar select REPORTS and then the Reports Menu option.
2. Type in '6' and then press <ENTER>. The following prompt will be on your screen:

ENTER DATES IN MM/DD/<CC>YY FORMAT (I.E. 03/24/1997):

STARTING DATE?

3. Type in the beginning pay period date and then press <ENTER>.
4. Type in the ending pay period date and then press <ENTER>. The following prompt will be on your screen:

**DO YOU WISH TO REPORT BY SELECTED EMPLOYEES,
SECTIONS, OR ALL ?**

Enter ALL, SEC, OR EMP <ALL>?

5. Enter ALL and then press <ENTER> or just <ENTER> (the default entry) and the report will be on all employees. Enter SEC or EMP and the following prompt will be on your screen:

INPUT SECTION (EMPLOYEE NUMBER) OR E TO END?

6. Type in the section (or employee number) you want to report on. The following prompt will *again* be on your screen:

INPUT SECTION (EMPLOYEE NUMBER) OR E TO END?

7. Type in the next section (employee number) and then press <ENTER>. Continue to type in sections (employee numbers) and <ENTER> until you have typed in all of the sections (employees) you want to report on. To report on a section range, you can enter the range and then press <ENTER> i.e., 002-008.
8. When you have typed in all of the individual sections or range of sections, type in 'E' and then press <ENTER> (*the report will not run until this is done*). The following prompt will be on your screen:

DO YOU WANT A PAGE BREAK FOR EACH EMPLOYEE?

9. Type in 'Y' and then press <ENTER> to have each employee print on a separate page or 'N' for the report to be continuous. The following prompt will be on your screen:

Please enter...
1 - sort by function, activity or
2 - sort by section
Enter 1 or 2 <1>: ? 1

10. Type in '1' or '2' to choose how the reported will be sorted. The following prompt will be on your screen:

DO YOU WISH TO RUN THIS NOW (N) OR AFTER MIDNIGHT (AM) <NOW>?

11. Select NOW and the report will run immediately. Select AM and the report runs at night, runs faster, and is less expensive for your agency. The following message will be on your screen:

**** "[MH2013] EMPLOYEE TIME OFF REVIEW" SUCCESSFULLY QUEUED TO BATCH*

- The following mail message will be sent when the report has run:

New mail on node BOSSA from BOSS::TASUSER (15:21:30)

- The following prompt will be on your screen:

PROMPT = 'WHICH OPTION <DISPLAY THE MENU>'

1. Press <ENTER> to display the menu or type in '1' through '12' and then <ENTER> to run another report. Press END, CTRL^Z or F10 to exit the program.

- You receive the following mail message when the report has run:

****** MH2013 HAS RUN SUCCESSFULLY ******

TO PRINT THIS REPORT:

- Either of the following methods may be used to print the report:
 1. Use the Report Print option under the Reports Menu (see Page 93 for details for this option);
OR
 2. Type in 'MY_REPORT MH2013' at the System prompt (\$).
- Your report will look similar to the following example:

EMPLOYEE TIME OFF REVIEW
(sorted by section)

MH2013 _sec

RUN DATE: 03/17/1997
PAGE: 1

Department of Social Services
Common File Account
EMPLOYEE TIME OFF REVIEW

FROM 12/23/1996 TO 01/05/1997

SECTION :		SICK LEAVE DATE	SICK LEAVE TIME	SICK LEAVE CODE	SICK OCC	SICK TANDEM	OTHER LEAVE DATE	OTHER LEAVE TIME	OTHER LEAVE CODE
006	MANAGEMENT SERVICES								
	GRIFFING, MELANIE						12/28/1996	2.00(H)	ML
							12/28/1996	5.00(H)	UL
		12/30/1996	4.00(H)	S	1	1			
	EMPLOYEE 000084 TOTAL HOURS		4.00		1	1	01/03/1997	3.00(H)	V
							01/04/1997	2.00(H)	PL
								12.00	
	BARBARA, HANNAH	12/23/1996	7.00(H)	LS	1				
		12/25/1996	7.00(H)	LS					
		12/26/1996	7.00(H)	LS					
		12/27/1996	7.00(H)	LS					
		12/28/1996	7.00(H)	LS					
		12/29/1996	7.00(H)	LS					
		12/30/1996	7.00(H)	LS					
		01/02/1997	7.00(H)	LS					
		01/03/1997	7.00(H)	LS					
		01/04/1997	7.00(H)	LS					
		01/05/1997	7.00(H)	LS					
	EMPLOYEE 000093 TOTAL HOURS		77.00		1	0		0.00	
	KIM, JOHN	01/03/1997	7.00(H)	LS	1				
	EMPLOYEE 000121 TOTAL HOURS		7.00		1	0		0.00	
	SECTION 006 TOTAL HOURS		88.00		3	1		12.00	

EMPLOYEE TIME OFF REVIEW
(sorted by section)

MH2013 _sec
PAGE: 2

RUN DATE: 03/17/1997

Department of Social Services
Common File Account
EMPLOYEE TIME OFF REVIEW
FROM 12/23/1996 TO 01/05/1997

SECTION :		SICK LEAVE DATE	SICK LEAVE TIME	SICK LEAVE CODE	SICK OCC	SICK TANDEM	OTHER LEAVE DATE	OTHER LEAVE TIME	OTHER LEAVE CODE
007	CARE & CUSTODY								
CARLISLE, SANDRA	EMPLOYEE 000030 TOTAL HOURS	12/24/1996	7.00(H)	S	0	0		0.00	
MORGAN, CHARLES	EMPLOYEE 000031 TOTAL HOURS	12/23/1996	7.00(H)	PL	0	0		7.00	
MINOR, CAROLE	EMPLOYEE 000033 TOTAL HOURS	12/25/1996	2.00(H)	LS	1	0		0.00	
OLIVER, JAMES	EMPLOYEE 000035 TOTAL DAYS	12/29/1996	1.00(D)	SOS	1	0		0.00	
FALCON, NANCY	EMPLOYEE 000073 TOTAL DAYS	12/26/1996	1.00(D)	HS	1	0		0.00	
MITCHELL, JOAN	EMPLOYEE 000040 TOTAL HOURS	12/23/1996	8.25(H)	LS	0	0		0.00	
QUINTA, CARLOS	EMPLOYEE 000041 TOTAL DAYS	12/24/1996	1.00(D)	HUP				1.00	
	EMPLOYEE 000041 TOTAL HOURS	12/29/1996	8.25(H)	LS	0	0		0.00	
LEIGHTON, LAURA	EMPLOYEE 000043 TOTAL DAYS		0.00		0	0	01/01/1997	1.00(D)	WT
	EMPLOYEE 000043 TOTAL HOURS		0.00		0	0		1.00	
ANDERSON, PAMMY	EMPLOYEE 000044 TOTAL DAYS	12/23/1996	1.00(D)	S	1	1		0.00	
PITTS, MITCHELL	EMPLOYEE 000045 TOTAL DAYS	12/23/1996	1.00(D)	S	1	1		0.00	
SEAMON, DONNA	EMPLOYEE 000046 TOTAL DAYS	12/23/1996	1.00(D)	S	1	1		0.00	

Quarterly Sick Review – (MH2014)



You are asked to enter a date range when you select this report.

- The Quarterly Sick Review report option (#7 under the Reports Menu) scans the Employee Master File and the Attendance File and lists the total seven-hour days each employee has charged to any of the following:
 1. Medical appointments
 2. Sick family
 3. Funeral
 4. Family funeral
 5. Other sick leave
 6. Authorized leave without pay; and
 7. Unauthorized leave without pay
- This report is available only for the entire Employee Master File and is in sequence by facility, function, activity, section and employee last name.

TO RUN THIS REPORT:

1. From the Main Menu bar select REPORTS and then the Reports Menu option.
2. Type in '7' and then press <ENTER>. The following prompt will be on your screen:

ENTER DATES IN MM/DD/<CC>YY FORMAT (I.E. 03/24/1997):

STARTING DATE?

3. Type in the beginning pay period date and then press <ENTER>.
4. Type in the ending pay period date and then press <ENTER>. The following prompt will be on your screen:

**DO YOU WISH TO REPORT BY SELECTED EMPLOYEES,
SECTIONS, OR ALL ?**

Enter ALL, SEC, OR EMP <ALL>?

5. Type in ALL and then press <ENTER> or just press <ENTER> and the report will be on all employees. Type in SEC or EMP and the following prompt will be on your screen:

INPUT SECTION (EMPLOYEE NUMBER) OR E TO END?

6. Type in the section (or employee number) you want to report on. The following prompt will *again* be on your screen:

INPUT SECTION (EMPLOYEE NUMBER) OR E TO END?

7. Type in the next section (employee number) and then press <ENTER>. Continue to type in sections (employee numbers) and then <ENTER> until you have typed in all of the sections (employees) you want to report on. To report on a section range, you can type in the range and then press <ENTER> i.e., 002-008.

- When you have typed in all of the individual sections or range of sections, type in 'E' and then press <ENTER> (*the report will not run until this is done*). The following prompt will be on your screen:

Please enter...

1 - sort by function, activity or

2 - sort by section

Enter 1 or 2 <1>: ? 1

- Type in '1' or '2' to choose how the reported will be sorted. The following prompt will be on your screen:

DO YOU WISH TO RUN THIS NOW (N) OR AFTER MIDNIGHT (AM) <NOW>?

- Select NOW and the report will run immediately. Select AM and report runs at night, runs faster, and is less expensive for your agency. The following message will be on your screen:

**** "[MH2014] QUARTERLY SICK REVIEW" SUCCESSFULLY QUEUED TO BATCH*

- The following mail message will be sent when the report has run:

New mail on node BOSSA from BOSS::TASUSER (15:21:30)

- The following prompt will be on your screen:

PROMPT = 'WHICH OPTION <DISPLAY THE MENU>'

- Press <ENTER> to display the menu. Type in '1' through '12' and then press <ENTER> to run another report. Press END, CTRL^Z or F10 to exit the program.

- You receive the following mail message when the report has run:

****** MH2014 HAS RUN SUCCESSFULLY ******

TO PRINT THIS REPORT:

- Either of the following methods may be used to print the report:
 - Use the Report Print option under the Reports Menu (see Page 93 for details for this option);
OR
 - Type in 'MY_REPORT MH2014' at the System prompt (\$).
- Your report will look similar to the following example:

QUARTERLY SICK REVIEW

MH2014

Department of Social Services
 Common File Account
 QUARTERLY SICK LEAVE REVIEW BY FUNCTION
 FROM 01/01/1997 TO 03/31/1997
 AGENCY: 0000

Page 1

DRS APPT TIME	SICK FAM TIME	FUNERAL TIME	FAMILY FUNERAL TIME	OTHER SICK TIME	TOTAL SICK TIME	SICK OCC	AUTHORIZED TIME OCC	UNAUTHORIZED TIME OCC	TOTAL TIME	TOTAL OCC
---------------------	---------------------	-----------------	---------------------------	-----------------------	-----------------------	-------------	---------------------------	-----------------------------	---------------	--------------

FUNCTION: 0000-MANAGEMENT SERVICES
 ACTIVITY: 000000083-VOCATIONAL EDUCATION
 SECTION: 000-MANAGEMENT SERVICES

HARDY, THOMAS NUMBER:987678 TITLE: MANAGER

	0.00		14.00	2		14.00	2
--	------	--	-------	---	--	-------	---

Total HOURS for section 000-MANAGEMENT SERVICES	14.00		2
Total HOURS for activity 000000083-VOCATIONAL EDUCATION	14.00		2
Total HOURS for function 0000-MANAGEMENT SERVICES	14.00		2
Total HOURS for agency 0000	14.00		2

Employee Attendance Report – MH2015



When compensatory or holiday time expires during the month, any remaining available time on the earned record is deducted from the ending balance of available time.

- The Employee Attendance Report option (#8 under the Reports Menu) prints a calendar of employee attendance for a single month or for an entire year either for one employee or all employees.
- If the option is selected to print all employees, the report is in order by function, activity and employee name; the charge code and number of hours charged for each date is listed.
- Each date allows for the entry of three different attendance codes. If there are more than three attendance codes for any date(s), that date(s) will appear in a message at the bottom of the page.
- The summary lines at the bottom of each month's page shows starting balances, accruals, charges and ending balances of vacation time, sick time, PL time, compensatory time and holiday time for that month.

TO RUN THIS REPORT:

1. From the Main Menu bar select REPORTS and then the Reports Menu option.
2. Type in '8' and then press <ENTER>. The following prompt will be on your screen:

ENTER RUN YEAR <1997> ?

Default

3. The following prompt will be on your screen:

ENTER RUN MONTH NUMBER <THE ENTIRE YEAR> ?

4. Type in the number of the month you want to run, i.e., 12 for December, or just press <ENTER> for the entire year. The following prompt will be on your screen:

**DO YOU WISH TO REPORT BY SELECTED EMPLOYEES,
SECTIONS, OR ALL ?**

Enter ALL, SEC, OR EMP <ALL>?

5. Enter ALL and then press <ENTER> or just <ENTER> and the report will be for all employees. Enter SEC or EMP and the following prompt will be on your screen:

INPUT SECTION (EMPLOYEE NUMBER) OR E TO END?

6. Type in the section (employee number) you want to report on. The following prompt will *again* be on your screen:

INPUT SECTION (EMPLOYEE NUMBER) OR E TO END?

7. Type in the next section (employee number) and then press <ENTER>. Continue to type in sections (employee numbers) and then <ENTER> until you have typed in all of the sections (employees) you want to report on. To report on a section range, you can enter the range and then press <ENTER> i.e., 002-008.

8. When you have typed in all of the individual sections or range of sections, type in 'E' and then press <ENTER> (*the report will not run until this is done*). The following prompt will be on your screen:

Please enter...

1 - sort by function, activity or

2 - sort by section

Enter 1 or 2 <1>: ? 1

9. Type in '1' or '2' to choose how the reported will be sorted. The following prompt will be on your screen:

DO YOU WISH TO RUN THIS NOW (N) OR AFTER MIDNIGHT (AM) <NOW>?

10. Select NOW and the report will run immediately. Select AM and the report runs at night, runs faster, and is less expensive for your agency. The following message will be on your screen:

**** "[MH2015] EMPLOYEE ATTENDANCE RECORD" SUCCESSFULLY QUEUED TO BATCH*

- The following mail message will be sent when the report has run:

New mail on node BOSSA from BOSS::TASUSER (15:21:30)

- The following prompt will be on your screen:

PROMPT = 'WHICH OPTION <DISPLAY THE MENU>'

1. Press <ENTER> to display the menu or type in '1' through '12' and then <ENTER> to run another report. Press END, CTRL^Z or F10 to exit the program.

- You receive the following mail message when the report has run:

****** MH2015 HAS RUN SUCCESSFULLY ******

TO PRINT THIS REPORT:

- Either of the following methods may be used to print the report:
 1. Use the Report Print option under the Reports Menu (see Page 93 for details for this option);
OR
 2. Type in 'MY_REPORT MH2015' at the System prompt (\$).
- Your report will look similar to the following example:

EMPLOYEE ATTENDANCE REPORT

MH2015 EMPLOYEE ATTENDANCE RECORD 1997
FOR THE MONTH OF JANUARY

EMP NAME: HARDY, THOMAS
 EMP NUMBER: 987678 FUNC: 0304 ACT: 000000083 SECTION: CARE & CUSTODY

SUN	MON	TUES	WED	THURS	FRI	SAT
			-1-	-2-	-3-	-4-
			CD TIME	CD TIME	CD TIME	CD TIME

-5-	-6-	-7-	-8-	-9-	-10-	-11-
CD TIME	CD TIME	CD TIME	CD TIME	CD TIME	CD TIME	CD TIME

-12-	-13-	-14-	-15-	-16-	-17-	-18-
CD TIME	CD TIME	CD TIME	CD TIME	CD TIME	CD TIME	CD TIME

-19-	-20-	-21-	-22-	-23-	-24-	-25-
CD TIME	CD TIME	CD TIME	CD TIME	CD TIME	CD TIME	CD TIME

-26-	-27-	-28-	-29-	-30-	-31-
CD TIME	CD TIME	CD TIME	CD TIME	CD TIME	CD TIME

	AVAILABLE	ACCRUED	CHARGED	AVAILABLE
VACATION	9:03	0:00	0:00	9:03
SICK	9:03	0:00	0:00	9:03
PERSONAL LEAVE	0:00	0:00	0:00	0:00
COMP TIME	0:00	0:00	0:00	0:00
HOLIDAYS	0:00	0:00	0:00	0:00

Worker's Compensation – (MH2016)

- The Worker's Compensation report option (#9 under the Reports Menu) lists by employee number sequence all of your employees on Worker's Compensation for a reporting period (usually a quarter).
- All statistics are for a seven-hour day. The number of hours charged is then divided by seven and reported as a seven-hour day or part of a seven-hour day.
- The date of the compensatory charge and the part of the day charged for that date is listed for each employee if the detail option is chosen.
- The Codes reported on are as follows:
 - WCL, WCV, WCS, WPL, WCU, WC and WCP
- When you change the employee reported on, the summary line shows the total time (in seven-hour days) for that employee.

TO RUN THIS REPORT:

1. From the Main Menu bar select REPORTS and then select the Reports Menu option.
2. Type in '9' and then press <ENTER>. The following prompt will be on your screen:

ENTER DATES IN MM/DD/<CC>YY FORMAT (I.E. 03/24/1997):

STARTING DATE?

3. Type in the beginning pay period date and then press <ENTER>.
4. Type in the ending pay period date and then press <ENTER>. The following prompt will be on your screen:

**DO YOU WISH TO REPORT BY SELECTED EMPLOYEES,
SECTIONS, OR ALL ?**

Enter ALL, SEC, OR EMP <ALL>?

5. Type in ALL and then press <ENTER> or just <ENTER> and the report will be on all employees. Type in SEC or EMP and the following prompt will be on your screen:

INPUT SECTION (EMPLOYEE NUMBER) OR E TO END?

6. Type in the section (employee number) you want to report on. The following prompt will *again* be on your screen:

INPUT SECTION (EMPLOYEE NUMBER) OR E TO END?

7. Type in the next section (employee number) and then press <ENTER>. Continue to enter sections (employee numbers) and <ENTER> until you have typed in all of the sections (employees) you want to report on. To report on a section range, you can type in the range and then press <ENTER> i.e., 002-008.

8. When you have typed in all of the individual sections or range of sections, type in 'E' and then press <ENTER> (*report will not run until this is done*). The following prompt will be on your screen:

Please enter...
1 - for a detail report or
2 - for a summary report
Enter 1 or 2 <1>: ? 1

9. Type in '1' or '2' to choose the type of report you want to run. The following prompt will be on your screen:

DO YOU WISH TO RUN THIS NOW (N) OR AFTER MIDNIGHT (AM) <NOW>?

10. Select NOW and report will run immediately. Select AM and the report runs at night, runs faster, and is less expensive for your agency. The following message will be on your screen:

**** "[MH2016] WORKERS' COMPENSATION" SUCCESSFULLY QUEUED TO BATCH*

- The following mail message will be sent when the report has run:

New mail on node BOSSA from BOSS::TASUSER (15:21:30)

- The following prompt will be on your screen:

PROMPT = 'WHICH OPTION <DISPLAY THE MENU>'

1. Press <ENTER> to display the menu or type in '1' through '12' and then press <ENTER> to run another report. Press END, CTRL^Z or F10 to exit the program.

- You receive the following mail message when the report has run:

****** MH2016 HAS RUN SUCCESSFULLY ******

TO PRINT THIS REPORT:

- Either of the following methods may be used to print the report:
 1. Use the Report Print option under the Reports Menu (see Page 93 for details for this option);
 - OR
 2. Type in 'MY_REPORT MH2016' at the System prompt (\$).
- Your report will look similar to the following example:

WORKER'S COMPENSATION REPORT

MH2016

Department of Social Services
 WORKER'S COMPENSATION
 From 01/01/1997 To 12/31/1997

Page 1
 12/31/1997

EMPLOYEE NUMBER	EMPLOYEE NAME	SECTION	DATE CHARGED	LEAVE CODE	NUMBER OF DAYS CHARGED
987678	HARDY, THOMAS	006	12/23/1996	WCS	1.00
			03/17/1997	WCS	1.00
* * *Total days charged to Worker's Comp by employee 000058					2.00
000065	ELLIOTT, ARNOLD	006	12/26/1996	WCH	1.00
			03/17/1997	WCS	1.00
* * *Total days charged to Worker's Comp by employee 000059					2.00
000072	GRAHAM, MELLISSA	006	03/20/1997	CD	1.00
* * *Total days charged to Worker's Comp by employee 000077					1.00
000084	GRIFFING, MELANIE	006	12/29/1996	WC	0.86
* * *Total days charged to Worker's Comp by employee 000081					0.86
000043	LEIGHTON, LAURA	000	12/29/1996	WC	0.86
* * *Total days charged to Worker's Comp by employee 000082					0.86
000044	ANDERSON, PAMMY	000	12/25/1997	WCH	1.00
* * *Total days charged to Worker's Comp by employee 000084					1.00
000041	QUINTA, CARLOS	007	12/23/1996	WCV	0.86
			12/27/1996	WPL	0.57
* * *Total days charged to Worker's Comp by employee 000095					1.43
000045	PITTS, MITCHELL	006	12/27/1996	SPC	1.00
* * *Total days charged to Worker's Comp by employee 000096					1.00
Total days Charged					10.14

Leave Of Absence for Longevity/Seniority – (MH2017)

- The Leave of Absence for Longevity/Seniority report option (#10 under the Reports Menu) lists any unpaid leave that agencies use when calculating seniority or longevity.

TO RUN THIS REPORT:

1. From the Main Menu bar select REPORTS and then select the Reports Menu option.
2. Type in '10' and then press <ENTER>. The following prompt will be on your screen:

ENTER DATES IN MM/DD/<CC>YY FORMAT (I.E. 03/24/1997):

STARTING DATE?

3. Type in the beginning pay period date and then press <ENTER>.
4. Type in the ending pay period date and then press <ENTER>. The following prompt will be on your screen:

**DO YOU WISH TO REPORT BY SELECTED EMPLOYEES,
SECTIONS, OR ALL ?**

Enter ALL, SEC, OR EMP <ALL>?

5. Enter ALL and then press <ENTER> or just <ENTER> and the report will be on all employees. Enter SEC or EMP and the following prompt will be on your screen:

INPUT SECTION (EMPLOYEE NUMBER) OR E TO END?

6. Type in the section (employee number) you want to report on. The following prompt will *again* be on your screen:

INPUT SECTION (EMPLOYEE NUMBER) OR E TO END?

7. Type in the next section (employee number) and then press <ENTER>. Continue to type in sections (employee numbers) and <ENTER> until you have typed in all of the sections (employees) you want to report on. To report on a section range, you can the type in the range and then press <ENTER>, i.e., 002-008.
8. When you have typed in all of the individual sections or range of sections, type in 'E' and then press <ENTER> (*the report will not run until this is done*). The following prompt will be on your screen:

Please enter...

1 - for a longevity report or

2 - for a seniority report

Enter 1 or 2 <1>: ? 1

9. Type in '1' or '2' to select the type of report you want to run. The following prompt will be on your screen:

DO YOU WISH TO RUN THIS NOW (N) OR AFTER MIDNIGHT (AM) <NOW>?

10. Select NOW and the report will run immediately. Select AM and the report runs at night, runs faster, and is less expensive for your agency. The following message will be on your screen:

***** "[MH2017] LEAVE OF ABSENCE FOR LONGEVITY/SENIORITY" SUCCESSFULLY QUEUED TO BATCH**

- The following mail message will be sent when the report has run:

New mail on node BOSSA from BOSS::TASUSER (15:21:30)

- The following prompt will be on your screen:

PROMPT = 'WHICH OPTION <DISPLAY THE MENU>'

1. Press <ENTER> to display the menu or type in '1' through '12' and then <ENTER> to run another report. Press END, CTRL^Z or F10 to exit the program.
- You receive the following mail message when the report has run:

******* MH2017 HAS RUN SUCCESSFULLY *******

TO PRINT THIS REPORT:

- Either of the following methods may be used to print the report:
 1. Use the Report Print option under the Reports Menu (see Page 93 for details for this option);
OR
 2. Type in 'MY_REPORT MH2017' at the System prompt (\$).
- Your report will look similar to the following example:

LEAVE OF ABSENCE FOR LONGEVITY

MH2017

PAGE 1

Department of Social Services

LEAVE OF ABSENCE FOR LONGEVITY
FROM 01/05/1997 TO 01/18/1997

SECTION 007 / MANAGEMENT SERVICES

EMPLOYEE NUMBER	EMPLOYEE NAME	DATE CHARGED	LEAVE TYPE	NUMBER OF DAYS CHARGED	NUMBER OF HOURS CHARGED
987678	HARDY, THOMAS	01/05/1997	LS	1.00	7.00
*** TOTAL TIME CHARGED TO LEAVE TYPE LS -----				1.00	7.00
**** TOTAL TIME OF UNPAID LEAVE FOR THIS EMPLOYEE HARDY, THOMAS, -----				1.00	7.00
***** TOTAL TIME OF UNPAID LEAVE FOR SECTION 000 / MANAGEMENT SERVICES -----				1.00	7.00

Annual Report of Sick And Special Leave – (MH2018)

- The Annual Report of Sick and Special Leave report option (#11 under the Reports Menu) shows a summary of full-time employees and their sick time usage in days by Bargaining Unit. The report also shows totals for each facility and for the entire department.

TO RUN THIS REPORT:

1. From the Main Menu bar select REPORTS and then the Reports Menu option.
2. Type in '11' and then press <ENTER>. The following prompt will be on your screen:

*ENTER DATES IN MM/DD/<CC>YY FORMAT (I.E. 03/24/1997):
STARTING DATE?*

3. Type in the beginning pay period date and then press <ENTER>.
4. Type in the ending pay period date and then press <ENTER>. The following prompt will be on your screen:

DO YOU WISH TO RUN THIS NOW (N) OR AFTER MIDNIGHT (AM) <NOW>?

5. Select NOW and the report will run immediately. Select AM and the report runs at night, runs faster, and is less expensive for your agency. The following message will be on your screen:

**** "[MH2018] LEAVE OF ABSENCE FOR LONGEVITY/SENIORITY" SUCCESSFULLY
QUEUED TO BATCH*

- The following mail message will be sent when the report has run:

New mail on node BOSSA from BOSS::TASUSER (15:21:30)

- The following prompt will be on your screen:

PROMPT = 'WHICH OPTION <DISPLAY THE MENU>'

1. Press <ENTER> to display the menu or type in '1' through '12' and then <ENTER> to run another report. Press END, CTRL^Z or F10 to exit the program.
- You receive the following mail message when the report has run:

****** MH2018 HAS RUN SUCCESSFULLY ******

TO PRINT THIS REPORT:

- Either of the following methods may be used to print the report:
 1. Use the Report Print option under the Reports Menu (see Page 93 for details for this option);
 - OR
 2. Type in 'MY_REPORT MH2018' at the System prompt (\$).
- Your report will look similar to the following example:

ANNUAL REPORT OF SICK AND SPECIAL LEAVE

18-Mar-1997
Page 1

MH2018

Department of Social Services
ANNUAL REPORT OF SICK AND SPECIAL LEAVE
Common File Account
01/01/1997 TO 12/31/1997

BARGAINING UNIT	AVG FULL TIME EMPS	TOTAL # OF DAYS CHARGED TO PAID SICK LEAVE
02 MANAGERIAL	0.17	0.00
06 MAINT. & SERVICE	0.67	0.00
07 ADMIN. CLERICAL	2.42	2.36
08 CORRECTIONAL	4.17	3.00
09 SECURITY	0.17	0.00
10 PARAPROFESSIONAL	0.25	0.00
11 PROF. HEALTH CARE	1.08	0.00
12 SOCIAL & HUMAN SERV.	0.17	0.00
14 EDUCATION/TECHNICAL	0.58	0.00
16 ADMIN. & RESID.	0.08	0.00
TOTAL FOR AGENCY	9.75	5.36
TOTAL FOR DEPARTMENT	9.75	5.36

AGENCY NAME: _____

SIGNED: _____
(Agency Head or Authorized Representative)

DATE: _____

Annual Attendance Report – MH2025

- The Annual Attendance Report option (#12 under the Reports Menu) lists on two printed pages, the requested employee's attendance in hours for all twelve months with the following information:
 1. If there are more than three charges per day an asterisk is displayed.
 2. On the bottom of the second page accruals, charges and available time for each month are summarized (HH:hh).
 3. When compensatory or holiday time expires during the month, the available time is deducted from the available time balance.

TO RUN THIS REPORT:

1. From the Main Menu bar select REPORTS and then the Reports Menu option.
2. Type in '12' and then press <ENTER>. The following prompt will be on your screen:

ENTER DATES IN MM/DD/<CC>YY FORMAT (I.E. 03/24/1997):

STARTING DATE?

3. Type in the beginning date and then press <ENTER> (does not have to be a pay period starting date).
4. Type in the ending date (*does not have to be a pay period ending date*) and then press <ENTER>. The following prompt will be on your screen:

*DO YOU WISH TO REPORT BY SELECTED EMPLOYEES,
SECTIONS, OR ALL ?*

Enter ALL, SEC, OR EMP <ALL>?

5. Enter ALL and then press <ENTER> or just <ENTER> and the report will be on all employees. Enter SEC or EMP and the following prompt will be on your screen:

INPUT SECTION (EMPLOYEE NUMBER) OR E TO END?

6. Type in the section (employee number) you want to report on. The following prompt will *again* be on your screen:

INPUT SECTION (EMPLOYEE NUMBER) OR E TO END?

7. Type in the next section (employee number) and then press <ENTER>. Continue to type in sections (employee numbers) and <ENTER> until you have typed in all of the sections (employees) you want to report on. To report on a section range, you can type in the range and then press <ENTER> i.e., 002-008.

8. When you have typed in all of the individual sections or range of sections, type in 'E' and then press <ENTER> (*the report will not run until this is done*). The following prompt will be on your screen:

DO YOU WISH TO RUN THIS NOW (N) OR AFTER MIDNIGHT (AM) <NOW>?

9. Select NOW and the report will run immediately. Select AM and the report runs at night, runs faster, and is less expensive for your agency. The following message will be on your screen:

***** "[MH2025] ANNUAL ATTENDANCE REPORT" SUCCESSFULLY QUEUED TO BATCH**

- The following prompt will also be on your screen:

PROMPT = 'WHICH OPTION <DISPLAY THE MENU>'

1. Press <ENTER> to display the menu or type in '1' through '12' and then <ENTER> to run another report. Press END, CTRL^Z or F10 to exit the program.
- You receive the following mail message when the report has run:

***** ANNUAL ATTENDANCE REPORT HAS SUCCESSFULLY COMPLETED *****

TO GET A COPY, ENTER THE FOLLOWING:

LOCAL_ANNATT

TO PRINT THIS REPORT:



The actual report is called the "Annual Employee Attendance Report".

- The Annual Attendance Report is a wide report that normally cannot be printed on the printers used by most agencies. If you have the capability to print this report on your own printer use the following step:
 1. At the System prompt (\$) type LOCAL_ANNATT. The report will be sent to your onsite printer.
- If you do not have this capability (wide carriage) use the following procedure to obtain a copy of this report from the Data Center at 340 Capitol Avenue, Hartford, CT.
 1. At the System prompt (\$) type 'PRINT_ANNATT' or 'PRINT_ANNATT2' (to have the report print double sided). The report will be re-routed to the Data Center.
 2. Copies of the Annual Attendance Report will be sent to you in accordance with a subsequent mail message on your system. Your report will look similar to the following example:

PAYROLL EXCEPTION REPORTS - Payroll Interface

- Payroll Exception Reports can be generated either on demand or as a by-product of the Close Pay Period process.
- Each time the Payroll Exception Reports option is run, an Error Report and a FLSA Pay Calculation Report (or a FLSA Status K Pay Computation Report - 4 weeks) runs simultaneously. These reports are then available for printing and viewing.

Payroll Exception Report

- The Payroll Exception Report details the attendance for the pay period and lists other earnings and overrides generated from attendance. A Payroll Exception Report is shown on Page 48.

Error Report

- An Error Report is automatically generated when the Payroll Exception Reports option is requested or when the Close Pay Period option is selected under the PAYROLL menu from the Main Menu bar.
- An Error Report lists each employee with either a warning message(s) or error messages(s) and also provides informational messages listing the amount of overrides generated. An Error Report is shown on Page 49.

FLSA Pay Computation Report

- The FLSA Pay Computation Report is designed to demonstrate compliance with the Fair Labor Standards Act (FLSA) overtime pay provisions. These calculations are based on the employee's attendance and payroll information.
- The report consists of the following two parts:
 1. The first part lists the hours worked, pay rates and pay types, and calculates the FLSA rate and overtime hours.
 2. The second part compares the total FLSA overtime with the overtime paid and provides the appropriate FLSA adjustment amount to be paid.
- Exempt employees (FLSA Status of 'E') will not have pay computation processed. Employees eligible for FLSA will have the FLSA pay calculation processed under either of the two circumstances:
 1. If they work over the FLSA Regular Hours Limit specified in the Barg Unit/Job Class Payroll File;
OR
 2. If they work in excess of 8 hours in a day, or over 80 hours in a pay period and their FLSA Status is 'J' - Hospital Workers. The FLSA Worksheet is shown on Page 50 with its description on the pages following.

FLSA Status K Pay Computation Report

- The FLSA pay calculation is done only for employees with FLSA Status Code of 'K' in the Employee Payroll File who have actual hours worked of over 171 in a four week period. The FLSA Status K Pay Computation Worksheet is shown on Page 54 with its description on the pages following.

TO RUN THESE REPORTS:

1. From the Main Menu bar select REPORTS and then select the Payroll Exception Report option. The following will be on your screen:

```

PAYROLL EXCEPTIONS REPORT
1) For Employees with Attendance
2) By Selected Employees
3) By Sections
4) Summary Totals By Functions
5) For Employees With Exceptions

Enter Selection Number: _

Period Start Date:

```

2. Type in the number for the report you want to run and then type in the period start date. The following will be on your screen:

```

PAYROLL EXCEPTIONS REPORT
1) For Employees with Attendance
2) By Selected Employees
3) By Sections
4) Summary Totals By Functions
5) For Employees With Exceptions

Enter Selection Number: 1

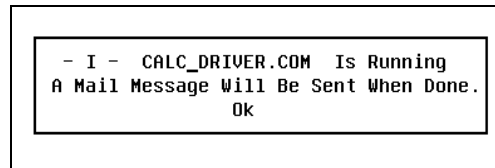
Period Start Date: 12/23/1996

SORT BY
Employee Number
Employee Number Within Section
Last Name, First Name
Last Name Within Section
Section
Function

Use PREV, NEXT, or arrow keys to scroll, <RETURN> to select, <PF2> for help.

```

3. Use the Up or Down Arrow key to select the way the report will be sorted and then press <ENTER>. The following message box will be on your screen:



4. Press <ENTER> to return to the previous menu.

 - You receive the following message when the report has run:

New mail on node BOSSA from BOSS::TASUSER (12:56:09)

Job CALC_DRIVER (queue BOSSA_BATCH, entry 2592) completed

1. Use the Gold (Num Lock) key together with the 'M' key to go directly to the following mail message:

THE D PAYROLL EXCEPTION REPORT HAS COMPLETED SUCCESSFULLY.

TO SEE THE FOLLOWING REPORTS, USE THE REPORT PRINT OPTION IN TAS

D_PAYEXCPT_RPT-06JUN1997-1334.LIS

D_ERROR_REPORT-06JUN1997-1334.LIS

D_FLSAPAY-06JUN1997-1334.LIS

TO PRINT THESE REPORTS:

1. Use the Report Print option under the Reports Menu (see Page 93 for details for this option).

 - Your reports will look similar to the following examples:


ERROR REPORT

Department of Social Services
Common File Account
Payroll Exceptions Error Report
From 12/23/1996 to 01/05/1997
Run date: 05/30/1997

987678	HARDY, THOMAS	- I - Employee's schedule is not on file
000103	ARNOLD, ELLIOTT	- I - Employee's schedule is not on file
000076	O'CONNOR, TIMOTHY	- I - Employee's schedule is not on file
000078	GRAHAM, MELLISSA	- I - Autopay employee with unpaid leave - an override was generated for # 68 hours & other earnings calculated & ZT transactions generated
000036	CAREY, SUSAN	- I - Employee's schedule is not on file
000077	WHEELER, PAULINE	- E - Attendance coded SOT, HWS, HCS, HCO, HWO, PCO, PWO, SOW, HOT or HO, BUT EMPLOYEE has AUTOCALC_OT = Y - NO shift differential, SOT, OT, or FLSA calculated or those ZT transactions generated
000031	HORNBLOWER, HOWARD	- W - 0 Override hours for a time card required employee, with a blank override. No ZT transaction generated.

FLSA PAY COMPUTATION WORKSHEET

RUN DATE: 05/30/97 FLSA PAY COMPUTATION PART 1
 02:24 PM
 12/23/96 TO 01/05/97
 EMP.NAME: HARDY, THOMAS EMP.NO: 987678 FLSA STATUS:7J 14 DAY

 See the following pages for a description of the fields in this worksheet.

DESC.
 A. REG. + ST. OVERTIME PAY (CONTRACT)
 R.H 1. 63.00 HRS * 10.000 RATE = 630.00
 S.O.T 2. 5.00 HRS * 10.000 RATE = 50.00

 TOTAL REG. + ST. O.T. PAY 680.00 A.

 B. DIFFERENTIALS + OTHER EARNINGS @ ST. RATE
 S.D 1. 65.00 (HRS) * 0.6500 RATE = 42.2500
 W.D 2. 11.00 (HRS) * 0.4500 RATE = 4.9500

 TOTAL DIFF + OTHER EARNINGS @ ST. RATE 47.20 B.

 C. PREMIUM OVERTIME (>=1.5) PAY @ ST. RATE
 O.T 1. 1.00 HRS * 10.000 RATE = 10.00

 TOTAL PREMIUM O.T. PAY @ ST. RATE 10.00 C.

1. TOTAL FLSA PAY AT ST. RATE FOR HOURS WORKED 737.2000 E.
 2. TOTAL HOURS WORKED; FLSA WEEK OR PERIOD 69.00
 *** FLSA OVERTIME RATE 10.6841
 *** FLSA OVERTIME HOURS [HOURS WORKED - FLSA LIMIT] 1.00

COMPARISON OF FLSA OVERTIME DUE PART 2
 WITH CONTRACT PREMIUM OVERTIME PAID

1. FLSA OVERTIME PREMIUM DUE
 FLSA OT FLSA FLSA OT
 1.00 HOURS * 10.6841 RATE / 2 = DUE 5.34 F.

TOTAL PAY FOR HOURS WORKED [FLSA] [ADD F + E.] 742.54

2. CONTRACT OVERTIME PREMIUM PAID
 1.5 OT 1. 1.00 HRS * 10.00 RATE / 2 = 5.00

 TOTAL PREMIUM OVERTIME PAID (CONTRACT) 5.00 O.
 EXCESS FLSA O.T. PREMIUM DUE [F - O] 0.34 P.

TOTAL PAY CONTRACT FOR HOURS WORKED [FLSA] [ADD E. + O. +P] 742.54

DESCRIPTION OF FLSA PAY COMPUTATION WORKSHEET

PART 1 - HEADING

The heading contains the FLSA form, department, beginning and ending FLSA period, employee name and number and FLSA Status.

A. REGULAR AND STRAIGHT OVERTIME PAY (CONTRACT)

R.H. = Regular Hours are accumulated regular attendance hours that the employee physically worked. All attendance codes with attendance type R excluding S.O.T. plus holiday codes HWC, HWP, HWS and HCS are included.

RATE = Employee hourly rate from the Employee Payroll File.

S.O.T. = Straight Overtime Hours are accumulated S.O.T. and HO attendance hours worked.

RATE = Employee hourly rate from the Employee Payroll File.

B. DIFFERENTIALS AND OTHER EARNINGS @ STRAIGHT RATE

S.D. = Straight shift differential; accumulated straight shift differential hours worked.

RATE = Shift differential regular rate from the Barg Unit/Job Class Payroll File.

H.D. = Hazardous duty differential; accumulated hazardous duty attendance hours.

RATE = Hazardous duty rate from the Barg Unit/Job Class Payroll File.

I.C. = In-charge hours/occasions; accumulated in-charge attendance occasions or accumulated in-charge attendance hours.

AMOUNT/RATE = In-charge amount or rate from the Barg Unit/Job Class Payroll File.

W.D. = Weekend differential; accumulated weekend differential attendance hours.

RATE = Weekend differential rate from the Barg Unit/Job Class Payroll File.

S. & I. = Snow and ice differential; accumulated snow and ice attendance hours.

RATE = Snow and ice differential rate from the Barg Unit/Job Class Payroll File.

L.D. = Lane Differential; accumulated Lane Differential attendance hours.

RATE = Lane Differential rate from the Barg Unit/Job Class Payroll File.

D.O. = Duty Officer attendance hours.

RATE = 10% of the hourly rate from the Employee Payroll File.

C. PREMIUM OVERTIME (>=1.5) PAY @ STRAIGHT RATE

1.5 O.T. = Time and one-half premium overtime hours worked; accumulated time and one-half overtime attendance hours.

RATE = Employee straight time hourly rate from the Employee Payroll File.

1.5 S.D. = Time and one-half shift differential; accumulated time and one-half shift differential hours.

RATE = Straight time shift differential rate from the Barg Unit/Job Class Payroll File.

HOL = Holiday Premium Hours are accumulated premium holiday hours worked. Attendance codes PWP, PWC, PWO and PCO.

RATE = Straight time hourly rate from the Employee Payroll File.

1.5 H.T.O. = Half-time overtime; accumulated half-time OT hours worked for attendance codes HTO.

RATE = Straight time hourly rate from the Employee Payroll File.

D. PERIOD OR WEEKLY ADDITIVES

Additives include such types as longevity, bonus, and stipends. The system can maintain up to five different types of such payments for each employee in the Employee Payroll File.

AMOUNT = Amount of payment.

WEEKS = The number of weeks to reduce the payment amount to the appropriate weekly or period additive.

ADDITIVES = Amount divided by the number of weeks.

TOTAL PERIOD OR WEEKLY ADDITIVES = The sum of each weekly or period additive included in the FLSA rate computation.

E. TOTAL FLSA PAY @ ST. RATE FOR HOURS WORKED

1. TOTAL FLSA PAY @ ST. RATE FOR HOURS WORKED.

= The sum of total regular and straight O.T. pay + total differential and other earnings + total premium O.T. at straight pay rate + total period or weekly additives.

2. TOTAL HOURS WORKED; FLSA WEEK OR PERIOD

= The sum of total regular and straight O.T. hours + premium O.T. and premium holiday hours worked.

FLSA OVERTIME RATE = Total FLSA pay @ ST. Rate for hours worked divided by the total hours worked.

FLSA OVERTIME HOURS [HOURS WORKED - FLSA LIMIT] = FLSA regular hours limit from the Barg Unit/Job Class Payroll File.

Note: If the employee's FLSA Status is 'J' ('7J' for Hospital), then the FLSA overtime hours are the greater of hours worked (80 in the pay period or the total of the excess of 8 hours in a day).

PART 2 - COMPARISON OF FLSA OVERTIME DUE WITH CONTRACT PREMIUM OVERTIME PAID

F. FLSA OVERTIME PREMIUM DUE

1. FLSA OVERTIME PREMIUM DUE

FLSA O.T. HOURS = Previously calculated FLSA overtime hours.

FLSA RATE = Previously calculated FLSA rate.

FLSA O.T. DUE = FLSA overtime hours multiplied by the FLSA rate and then divided by 2.

TOTAL PAY FOR HOURS WORKED [FLSA] [ADD F. + E.] = the sum total of FLSA O.T. DUE + TOTAL FLSA PAY @ ST. RATE.

2. CONTRACT OVERTIME PREMIUM PAID

1.5 O.T. = Total time and one-half overtime hours.

RATE = Employee hourly rate divided by 2 from the Employee Payroll File.

1.5 S.D. = Total time and one-half shift differential hours worked.

RATE = Shift Differential Rate divided by 2 from the Barg Unit/Job Class Payroll File.

1.5 HOL = Total premium holiday hours worked.

RATE = Employee Hourly Rate divided by 2 from the Employee Payroll File.

O. TOTAL PREMIUM OVERTIME PAID (CONTRACT)

= Total of 1.5 O.T. + 1.5 S.D. + 1.5 HOL.

P. EXCESS FLSA O.T. PREMIUM DUE [F. - O.]

= This is the FLSA adjustment amount.

Q. TOTAL PAY CONTRACT FOR HOURS WORKED [FLSA] [ADD E. + O. + P.]

= Total FLSA pay at ST. Rate for hours worked +total premium overtime paid (contract) + excess FLSA O.T. premium due.

FLSA K PAY COMPUTATION(4WEEK)
12/09/1994 TO 01/05/1995

EMP NAME: PLIMPTON, HILARY

FLSA STATUS: K
EMP NO: 999999

1. ACTUAL HOURS WORKED		212.0000	
2. ACTUAL HOURS WORKED GREATER THAN 171		41.0000	
STRAIGHT TIME EARNINGS:			
BASE WAGES:			
3. 2 BIWEEKLY SALARIES ADJ FOR UNPAID LV	1,632.7500		
4. # OF REG SCHEDULED HOURS LESS UNPAID LV	132.0000		
5. FLSA VARIABLE RATE (#3 divided by #4)		12.3693	
6. REG SCHEDULE ACTUAL HOURS WORKED	132.0000		
5. FLSA VARIABLE RATE (#3 divided by #4)	12.3693		TOTALS
7. FLSA BASE WAGES (#6 times #5)			1,632.7500
	PERIOD 1	PERIOD 2	
OVERTIME EARNINGS:			
8. HOURS WORKED ABOVE REG SCHEDULE	72.0000	8.0000	
9. HOURLY RATE	11.0000	13.0000	
10. OVERTIME PAID (#8 times #9)	792.0000	104.0000	896.0000
SHIFT DIFFERENTIAL EARNINGS:			
11. HOURS WORKED & PAID S.D.	80.2500	16.2500	
12. S.D. RATE	0.6300	0.6400	
13. SHIFT DIFF PAID FOR AHW (#11 times #12)	50.5575	10.4000	60.9575
WEEKEND DIFF EARNINGS:			
14. HOURS PAID W.D.	0.0000	16.5000	
15. W.D. RATE	0.4300	0.4400	
16. WEEKEND DIFF PAID (#14 times #15)	0.0000	7.2600	7.2600
17. MEAL ALLOWANCE (period 1 + period 2)	0.0000	0.0000	0.0000
18. LONGEVITY ADDITIVE (divided by 6.5)	350.00		53.8462
19. OTHER ADDITIVE (divided by 13)	400.00		30.7692
20. FLSA STRAIGHT TIME EARNINGS (#7+#10+#13+#16+#17+#18+#19)			2,681.5829
21. FLSA OVERTIME PREMIUM (#2 times 1/2 of (#20 divided by #1))			\$ 259.30
DETERMINE CREDITABLE CONTRACTUAL PREMIUMS:			
PREMIUM HOLIDAY CREDIT:			
22. PREM HOL HOURS WORKED	0.0000	0.0000	
9. HOURLY RATE	11.0000	13.0000	
23. PREM HOL CR (#22 times 1/2 of #9)	0.0000	0.0000	0.0000
TIME & 1/2 OT CREDIT:			
24. HOURS PAID AT 1 1/2 OT	64.5000	0.0000	
9. HOURLY RATE	11.0000	13.0000	
25. TIME & 1/2 CR (#24 times 1/2 of #9)	354.7500	0.0000	354.7500
TIME & 1/2 SD CREDIT:			
26. HOURS PAID AT 1 1/2 SD	64.5000	0.0000	
12. S.D. RATE	0.6300	0.6400	
27. TIME & 1/2 SD CR (#26 times 1/2 of #12)	20.3175	0.0000	20.3175
28. TOTAL CONTRACTUAL CREDITS (#23+#25+#27)			\$ 375.07
FLSA ADJUSTMENT (#21 minus #28 if positive)			\$ 0.00

DESCRIPTION OF FLSA STATUS K PAY COMPUTATION WORKSHEET

HEADING:

The heading contains the report title, the Run Date & Time, Page Number, Employee Name, Employee Number, FLSA Status K and the period covered.

FLSA COMPUTATION COMPONENTS:

FIELD NAME	FIELD DESCRIPTION
1. Actual Hours Worked	= All Type R and O + Attendance Codes HWP + HWC + PWP + PWC hours in the 2 Pay Periods (xxx.xx)
2. Actual Hours worked greater than 171	= Actual hours worked minus 171 (xxx.xx)
STRAIGHT TIME EARNINGS BASE WAGES:	
3. Sum of 2 bi-weekly salaries adjusted for unpaid leave	= Autopay hours for Pay Period 1 less unpaid hours x the hourly rate for Pay Period 1 + Autopay hours for Pay Period 2 less unpaid hours x the hourly rate for Pay Period 2 (x,xxx.xxxx)
4. Number of regularly scheduled hours less unpaid leave	= All hours with type R + S + L + P (except DPL) + V (except DV) + W + Holiday Attendance Codes HS + HU + HV + HWP + HWC + PWP + PWC + WCH hours in the 2 Pay Periods (xxx.xx)
5. FLSA variable rate	= Sum of 2 bi-weekly salaries adjusted for unpaid leave divided by the number of regularly scheduled hours less unpaid leave (xx.xxxx)
6. Regularly scheduled actual hours worked	= All hours with type R + Holiday Attendance Codes HWP + HWC + PWP + PWC hours in the 2 Pay Periods (xxx.xx)
7. FLSA base wages	= Regularly scheduled actual hours worked x FLSA variable (rounded to nearest one thousand) (x,xxx.xxxx)
OVERTIME EARNINGS:	
8. Hours worked above regular schedule for period	= All hours with type O for Pay Period 1 and all hours with Type 0 for Pay Period 2 (xxx.xx)
9. Hourly rate	= Hourly Rate from the Employee Payroll File (xx.xxxx)
10. Overtime paid	= Hours worked above the regular schedule x hourly rate (x,xxx.xxxx)
SHIFT DIFFERENTIAL EARNINGS:	
11. Hours worked and paid Shift Differential	= All hours worked that are paid Shift Differential (straight and 1 ½ time) for Pay Period 1 and the same for Pay Period 2 (xxx.xx)
12. Shift Differential Rate	= Shift Differential Rate (Bargaining Unit/Job Class Payroll File) for Pay Period 1 and Shift Differential Rate for Pay Period 2 (x.xxxx)
13. Shift Differential paid for hours worked	= Hours worked and paid Shift Differential x Shift Differential Rate for each pay period added together (xxx.xxxx)
WEEKEND DIFF EARNINGS:	
14. Hours paid at Weekend Differential	= All hours that are paid Weekend Differential in Pay Period 1 and the same for Pay Period 2 (xx.xx)
15. Weekend Differential Rate	= Weekend Differential rate for Pay Period 1 and Weekend Differential for Pay Period 2 (x.xxxx)

- 16. Weekend Differential paid = Hours paid at Weekend Differential x Weekend Differential Rate for each pay period added together (xx.xxxx)
- 17. Meal Allowance = Dollar amount of Meal Allowance paid (Occasions x Meal Allowance – Barg Unit/Job Class File in Pay Period 1 + the same for Pay Period 2 (xxx.xx)
- 18. Longevity Additive = Longevity (LNGVTY) amount from the Employee Payroll File (x,xxx.xx) divided by 6.5 (xxx.xx)
- 19. Other Additive = Dollar amount of special reporting pay bonus/hazardous duty stipend (SPCRPT) (x,xxx.xx)
- 20. Flsa Straight Time Earnings = FLSA base wages + OT paid + Shift Differential paid for hours worked + Weekend Differential paid + Longevity Additive + Meal Allowance + Other Additive (x,xxx.xxxx)
- 21. Flsa Overtime Premium = FLSA straight time earnings/Actual hours worked x .5 x actual hours worked greater than 171 – no rounding during the calculation, but the result is rounded to the nearest penny (x,xxx.xx)

**DETERMINE CREDITABLE
CONTRACTUAL PREMIUMS:
PREMIUM HOLIDAY CREDIT:**

- 22. Premium holiday hours worked = All hours with Holiday Attendance Codes PWP + PWC for Pay Period 1 and the same for Pay Period 2 (xx.xx).
- 23. Premium holiday credit = Premium Holiday hours worked for each pay period x ½ hourly rate (from the Employee Payroll File) for Pay Period 1 and ½ hourly rate (from the Employee Payroll File) for Pay Period 2 (xxx.xxxx).

TIME & ½ OT CREDIT

- 24. Hours paid at 1 ½ OT. = All hours with Type O that were paid 1 ½ OT for Pay Period 1 and all hours with Type O that were paid 1 ½ OT for Pay Period 2 (xxx.xx).
- 25. 1 ½ OT Credit = Hours paid 1 ½ OT for each pay period x ½ hourly rate for Pay Period 1 and ½ hourly rate for Pay Period 2 (x,xxx.xxxx)

TIME & ½ SD CREDIT

- 26. Hours paid 1 ½ OT Shift Differential = All hours worked with Type O that are paid 1 ½ Shift Differential + Attendance Codes PWP + PWC in Pay Period 1 and + the same for Pay Period 2 (xxx.xx).
- 27. 1 ½ OT Shift Differential Credit = Hours paid 1 ½ OT Shift Differential for each pay period x ½ Shift Differential Rate for Pay Period 1 and ½ Shift Differential Rate for Pay Period 2 (xxx.xxxx)
- 28. Total Contractual Credit = Premium Holiday Credit + 1 ½ OT credit + 1 ½ OT Shift Differential credit (rounded to nearest penny) (x,xxx.xx)
- 29. FLSA Adjustment = If FLSA OT premium is greater than the total contractructual credit the difference is the adjustment amount. If FLSA OT premium is not greater than the total contractual premium credit, then the FLSA adjustment = 0 (xxx.xx). **Generate a ZT transaction DOE 2A for the amount if greater than 0.

EMPLOYEE PAY REPORT - Payroll Interface

- The Employee Pay Report option generates a list of all the employees in the Employee Pay File in last name sequence.

TO RUN THIS REPORT:

1. From the Main Menu bar select REPORTS and then the Employee Pay Report option. The report is generated and the following message will be on your screen:

```
- I - EMPPAY_RPT.COM Is Running
A Mail Message Will Be Sent When Done.
      OK
```

2. Press <ENTER> at the OK prompt to return to the previous menu. You receive the following message when the report has run:

New mail on node BOSSA from BOSS::TASUSER (12:56:09)

Job EMPPAY_RPT (queue BOSSA_BATCH, entry 2499) completed

3. Use the Gold (Num Lock) key together with the 'M' key to go directly to the following mail message:

**** EMPLOYEE PAY REPORT IS NOW AVAILABLE**

LOG ON WITH THE PRINTER AND AT THE SYSTEM PROMPT TYPE:

MY_REPORT EMPPAY_RPT

TO PRINT THIS REPORT:

- Either of the following methods may be used to print the report:
 1. Use the Report Print option under the Reports Menu (see Page 93 for details for this option);
OR
 2. Type in 'MY_REPORT EMPAY_RPT' at the System prompt (\$).
- Your report will look similar to the following example:

EMPLOYEE PAY REPORT

EMPPAY_RPT
 Run Date: 18-Mar-1997
 Run Time: 10:32 AM

Department of Social Services
 Common File Account
 Employee Payroll Report

Page 1

Emp Num	Hourly Rate	Status FLSA Pay	Autopay Cde	Hours	Full Shift Hours	Auto Calc O/T	O/T Rate	Shift Diff Rate	Wkend Diff Rate	Elig HZ LN	Bonus or Special Additives Desc	Amount	No. Wks	Barg No	Job Class
HARDY, THOMAS															
987678	10.0000	A N	5	70.00	7.00	Y	15.00	0.6500	0.400	N N			07	2300	COR REHAB SER OF
ARNOLD, ELLIOTT															
000103	10.0000	A K	5	72.50	7.25	Y	15.00	0.6000	0.400	N N	SPCRPT	400.00	13	08	2259 CORRECTION OFFICER
O'CONNOR, TIMOTHY															
000071	10.0000	A K	1	0.00	8.25	Y	15.00	0.6000	0.400	N N	SPCRPT	400.00	13	08	2259 CORRECTION OFFICER
GRAHAM, MELISSA															
000078	10.0000	A K	1	0.00	8.25	Y	15.00	0.6000	0.400	N N	SPCRPT	400.00	13	08	2259 CORRECTION OFFICER
CAREY, SUSAN															
000073	10.0000	A N	5	70.00	8.25	Y	15.00	0.6500	0.450	N N			14	2259	CORRECTION OFFICER
WHEELER, PAULINE															
000077	10.0000	A K	1	0.00	8.25	Y	15.00	0.6000	0.400	N N	SPCRPT	400.00	13	08	2259 CORRECTION OFFICER
HORNBLLOWER, HOWARD															
000031	10.0000	A J	5	70.00	7.00	Y	15.00	0.6500	0.450	N N			11	2259	CORRECTION OFFICER
HELMAN, PATRICIA															
000037	10.0000	A J	5	70.00	7.00	Y	15.00	0.7000	0.460	N N			11	2259	CORRECTION OFFICER

Total Employee Count : 8

BARG UNIT/JOB CLASS PAY REPORT - Payroll Interface

- The Barg Unit/Job Class Pay Report option generates a printed report of all the Bargaining Units and Job Classes and their associated values in the Bargaining Unit/Job Class Payroll File.

TO RUN THIS REPORT:

1. From the Main Menu bar select REPORTS and then the Barg Unit/Job Class Pay Report option. The report will be generated and the following message will be on your screen:

```
- I - BRGPAY_RPT.COM Is Running  
A Mail Message Will Be Sent When Done.  
OK
```

2. Press <ENTER> at the OK prompt to return to the previous menu. You receive the following message when the report has run:

New mail on node BOSSA from BOSS::TASUSER (12:56:09)

Job BRGPAY_RPT (queue BOSSA_BATCH, entry 2592) completed

3. Use the Gold (Num Lock) key together with the 'M' key to go directly to the following mail message:

**** BARGAINING UNIT/JOB CLASS PAY REPORT IS NOW AVAILABLE**

LOG ON WITH THE PRINTER AND AT THE SYSTEM PROMPT TYPE:

MY_REPORTBRGPAY_RPT

TO PRINT THIS REPORT:

- Either of the following methods may be used to print the report:
 1. Use the Report Print option under the Reports Menu (see Page 93 for details for this option);
OR
 2. Type in 'MY_REPORT BRGPAY_RPT ' at the System prompt (\$).
- Your report will look similar to the following example:

BARG UNIT/JOB CLASS PAY REPORT

Department of Social Services
Common File Account
Bargaining Unit Payroll Rules

03/19/1997
Page 1

BARG NAME	BARG UNIT	JOB CLASS	FLSA REG HRS LIMIT	SOT ELIG	WK DIFF ELIG	BONUS AMOUNT	BONUS FREQ	IC TYPE	IC R/A	SD RATE	WD RATE	ND TYPE	ND R/A	PREM ND R/A	SI RATE	STEP 1 OT RATE	MEAL ALLOW	HD RATE	OC RATE	PREM OC RATE
CORR LIEUTENANT	02	2274	0040.00	Y	N	000.00			00.00	0.0000 0.0000	0.0000		000.00	000.000	0.00	00.00 00.00	5.00	0.00	0.00	0.00
MAINT. & SERVICE	06	0000	0040.00	Y	Y	000.00			00.00	0.5500 0.5500	0.4500 0.4500		000.00	000.000	0.00	00.00 00.00	0.00	0.55	0.00	0.00
ADMIN. CLERICAL	07	0000	0040.00	Y	Y	000.00			00.00	0.6500 0.6500	0.4000 0.4000		000.00	000.000	0.00	00.00 00.00	0.00	0.55	0.00	0.00
CORRECTIONAL	08	0000	0086.00	Y	Y	400.00	A		00.00	0.6000 0.6000	0.4000 0.4000		000.00	000.000	0.00	21.00 22.00	5.00	0.00	0.00	0.00
CORR COMM OPER 1	08	2258	0040.00	Y	Y	000.00			00.00	0.6000 0.6000	0.4000 0.4000		000.00	000.000	0.00	00.00 00.00	5.00	0.00	0.00	0.00
SECURITY	09	0000	0040.00	Y	Y	000.00			00.00	0.6500 0.6500	0.4000 0.4000		000.00	000.000	0.00	00.00 00.00	0.00	0.00	0.00	0.00
HEAD NURSE	10	4356	0040.00	Y	Y	000.00		A	10.00	0.6500 0.6500	0.4000 0.4000		000.00	000.000	0.00	00.00 00.00	5.00	0.00	0.25	0.38
DOCTOR	10	6261	0000.00	N	N	000.00			00.00	0.6500 0.6500	0.4000 0.4000	R	002.00	000.000	0.00	00.00 00.00	0.00	0.00	0.00	0.00
PROF. HEALTH CARE	11	0000	0080.00	Y	Y	000.00		R	01.00	0.6500 0.7000	0.4500 0.4600	R	002.00	003.000	0.00	00.00 00.00	5.00	0.55	4.00	6.00
SENIOR CHAPLAIN	11	1511	0040.00	Y	Y	000.00	A		00.00	0.6500 0.0000	0.4500 0.0000		000.00	000.000	0.00	00.00 00.00	5.00	0.00	0.00	0.00
COR HOS NU SP GE	11	2289	0040.00	Y	Y	000.00		R	01.00	0.6500 0.7000	0.4500 0.4600		002.00	003.000	0.00	13.75 00.00	5.00	0.00	4.00	0.00
CORR HEAD NURSE	11	2293	0040.00	Y	Y	000.00		R	01.00	0.6500 0.7000	0.4500 0.4600		002.00	003.000	0.00	13.75 00.00	5.00	0.00	4.00	0.00

ZTPAY AUDIT REPORT - Payroll Interface

- The ZtPay Audit Report generates a report of all other earnings and overrides created from the data entry of attendance for the current pay period. This report is generated as a result of the execution of the Close Pay Period Option under the PAYROLL menu or those entered through the ZtPay File Maintenance option under the PAYROLL menu.
- The payroll information can be reviewed prior to transmitting it to MSA Payroll, and, if necessary, changes can be made using the ZtPay File Maintenance option under the PAYROLL menu.

TO RUN THIS REPORT:

1. From the Main Menu bar select REPORTS and then the ZtPay Audit Report option. The report will be generated and the following message will be on your screen:

```
- I - ZTPRPT.COM Is Running  
A Mail Message Will Be Sent When Done.  
OK
```

2. Press <ENTER> at the OK prompt to return to the previous menu. You receive the following message when the report has run:

New mail on node BOSSA from BOSS::TASUSER (13:35:23)

Job ZTPRPT (queue BOSSA_BATCH, entry 2686) completed

3. Use the Gold (Num Lock) key together with the 'M' key to go directly to the following mail message:

*****ZTPAY AUDIT REPORT HAS SUCCESSFULLY COMPLETED*****

***** TO PRINT THIS REPORT ENTER*****

***** MY_REPORT ZTPRPT *****

TO PRINT THIS REPORT:

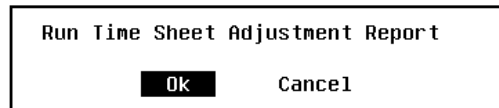
- Either of the following methods may be used to print the report:
 1. Use the Report Print option under the Reports Menu (see Page 93 for details for this option);
OR
 2. Type in 'MY_REPORT ZTPRPT' at the System prompt (\$).
- Your report will look similar to the following:

TIME SHEET ADJUSTMENT REPORT

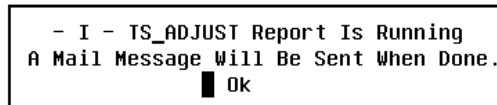
- The Time Sheet Adjustment Report option can be used when there has been a change in attendance for the pay period after the Close Pay Period option has run under the PAYROLL menu.
- The Time Sheet Adjustment Report will list attendance for the pay period *before* the adjustment and the attendance for the pay period *after* the adjustment.
- This report is *also* automatically generated when the Close Pay Period option under the PAYROLL menu is run.

TO RUN THIS REPORT:

1. From the Main Menu bar select REPORTS and the Time Sheet Adjustment Report option. The following will be on your screen:



2. Press <ENTER> at the OK prompt to run the report. The following will be on your screen:



3. Press <ENTER> at the OK prompt to return to the previous menu. You receive the following message when the report has run:

New mail on node BOSSA from BOSS::TASUSER (13:35:23)

Job TS_ADJUST (queue BOSSA_BATCH, entry 2743) completed

Will be the day and time the report was run.

4. Use the Gold (Num Lock) key together with the 'M' key to go directly to the following mail message:

THE TASUSER TIME SHEET ADJUSTMENTS REPORT HAS COMPLETED SUCCESSFULLY.

THE REPORT TO PRINT OUT IS CALLED: _TS_ADJUST-04JUN1997-1404.LIS

TO PRINT THIS REPORT:

- Either of the following methods may be used to print the report:
 1. Type in 'MY_REPORT_TS_ADJUST-04JUN1997-1404.LIS' at the System prompt (\$);
OR
 2. Use the Report Print option under the Reports Menu (see Page 93 for details for this option).
- Your report will look similar to the following example:

TIME SHEET ADJUSTMENT REPORT

Common File Account
 Department of Social Services
 TIME SHEET ADJUSTMENT REPORT
 PERIOD ENDING 10/13/1996

Page: 1
 03/19/1997 01:48 PM

EMPLOYEE NAME	CLASS TITLE	EMPLOYEE NUMBER	LOCATION CODE	PAYROLL UNIT	DATE CHANGED	TIME CHANGED	SOCIAL SEC NUMBER
HARDY, THOMAS, 7/2/1996	CORRECTION OFFICER	987678	006	SH	09/26/1996	15:58:20	000-00-0123

-BEFORE-	SHIFT			SHIFT			SHIFT			SHIFT			SHIFT			REG	OT	TOTAL	-BEFORE-
	HOURS	CDE	DIFF	HOURS	CDE	DIFF	HOURS	CDE	DIFF	HOURS	CDE	DIFF	HOURS	CDE	DIFF	HOURS	HOURS	HOURS	
09/30/1996	*	0.00		0.00			0.00			0.00			0.00			*	0.00	0.00*	0.00
10/01/1996		0.00		0.00			0.00			0.00			0.00				0.00	0.00	0.00
10/02/1996		0.00		0.00			0.00			0.00			0.00				0.00	0.00	0.00
10/03/1996	*	0.00		0.00			0.00			0.00			0.00			*	0.00	0.00*	0.00
10/04/1996	*	0.00		0.00			0.00			0.00			0.00			*	0.00	0.00*	0.00
10/05/1996	*	0.00		0.00			0.00			0.00			0.00			*	0.00	0.00*	0.00
10/06/1996	*	0.00		0.00			0.00			0.00			0.00			*	0.00	0.00*	0.00
10/07/1996	*	0.00		0.00			0.00			0.00			0.00			*	0.00	0.00*	0.00
10/08/1996		0.00		0.00			0.00			0.00			0.00				0.00	0.00	0.00
10/09/1996		0.00		0.00			0.00			0.00			0.00				0.00	0.00	0.00
10/10/1996	*	0.00		0.00			0.00			0.00			0.00			*	0.00	0.00*	0.00
10/11/1996	*	0.00		0.00			0.00			0.00			0.00			*	0.00	0.00*	0.00
10/12/1996	*	0.00		0.00			0.00			0.00			0.00			*	0.00	0.00*	0.00
10/13/1996	*	0.00		0.00			0.00			0.00			0.00			*	0.00	0.00*	0.00
	*	0.00		0.00			0.00			0.00			0.00			*	0.00	0.00*	0.00

-AFTER-	SHIFT			SHIFT			SHIFT			SHIFT			SHIFT			REG	OT	TOTAL	-AFTER-
	HOURS	CDE	DIFF	HOURS	CDE	DIFF	HOURS	CDE	DIFF	HOURS	CDE	DIFF	HOURS	CDE	DIFF	HOURS	HOURS	HOURS	
09/30/1996	*	7.00	R 2	0.00			0.00			0.00			0.00			*	7.00	0.00*	7.00
10/01/1996		0.00		0.00			0.00			0.00			0.00				0.00	0.00	0.00
10/02/1996		0.00		0.00			0.00			0.00			0.00				0.00	0.00	0.00
10/03/1996	*	7.00	R 2	0.00			0.00			0.00			0.00			*	7.00	0.00*	7.00
10/04/1996	*	7.00	R 2	0.00			0.00			0.00			0.00			*	7.00	0.00*	7.00
10/05/1996	*	7.00	R 2	0.00			0.00			0.00			0.00			*	7.00	0.00*	7.00
10/06/1996	*	7.00	R 2	0.00			0.00			0.00			0.00			*	7.00	0.00*	7.00
10/07/1996	*	7.00	R 2	0.00			0.00			0.00			0.00			*	7.00	0.00*	7.00
10/08/1996		0.00		0.00			0.00			0.00			0.00				0.00	0.00	0.00
10/09/1996		0.00		0.00			0.00			0.00			0.00				0.00	0.00	0.00
10/10/1996	*	7.00	R 2	0.00			0.00			0.00			0.00			*	7.00	0.00*	7.00
10/11/1996	*	7.00	R 2	0.00			0.00			0.00			0.00			*	7.00	0.00*	7.00
10/12/1996	*	7.00	R 2	0.00			0.00			0.00			0.00			*	7.00	0.00*	7.00
10/13/1996	*	7.00	R 2	0.00			0.00			0.00			0.00			*	7.00	0.00*	7.00
	*	70.00		0.00			0.00			0.00			0.00			*	70.00	0.00*	70.00

GAAP REPORT

- The GAAP Report option lists in fund and/or employee name sequence the following:
 1. Available vacation
 2. Available sick (only if employee is older then 55 as of 06/30)
 3. Hourly rate
 4. Bi-weekly hours
 5. Bi-weekly salary
 6. Date of birth
 7. A field for extending total dollars
- Report totals are generated by fund and by total employees.

TO RUN THIS REPORT:

1. From the Main Menu bar select REPORTS and then GAAP Report option. The following will be on your screen:

```
GAAP Report - Report of Compensated
Absences. Run Report?
  Ok      Cancel
```

2. Press <ENTER> at the OK prompt to run the report. The following will be on your screen:

```
- I - GAAP Report Is Running
A Mail Message Will Be Sent When Done.
      Ok
```

3. Press <ENTER> at the OK prompt to return to the previous menu. You receive the following message when the report has run:

New mail on node BOSSA from BOSS::TASUSER (13:35:23)

Job GAAP (queue BOSSA_BATCH, entry 2422) completed

4. Use the Gold (Num Lock) key together with the 'M' key to go directly to the following mail message:

**** GAAP REPORT OF COMPENSATED EMPLOYEE ABSENCES IS COMPLETE**

LOG ON WITH THE PRINTER AND AT THE SYSTEM PROMPT TYPE:

MY_REPORT GAAP_RPT.

TO PRINT THIS REPORT:

- Either of the following methods may be used to print the report:
 1. Use the Report Print option under the Reports Menu (see Page 93 for details for this option);
 - OR
 2. Type in 'MY_REPORT GAAP_RPT' at the System prompt (\$).
- Your report will look similar to the following example:

GAAP REPORTING OF COMPENSATED ABSENCES

```

GAAP                               Department of Social Services           Run Date: 03/19/1997
                                Common File Account                       Page 1
                                GAAP Reporting of Compensated Absences
                                Fund:0000
                                Rates as of Check Dated: 07/04/1997
NAME                               VACATION  SICK LT3   SICK GT3  HRLY RTE  LIABILITY  HOURS  BIWEEKLY SALARY  HIRE DATE
HARDY, THOMAS                      0.00      _____  _____  _____  _____  _____  _____  01/01/1988
ARNOLD,ELLIOTT                     0.00      _____  _____  _____  _____  _____  _____  01/01/1988
O'CONNOR, TIMOTHY                  10.31      _____  9.06      _____  _____  _____  _____  01/01/1988
GRAHAM, MELISSA                    10.31      _____  9.06      _____  _____  _____  _____  01/01/1988
CAREY, SUSAN                       10.31      _____  9.06      _____  _____  _____  _____  01/01/1988
WHEELER, PAULINE                   10.31      _____  9.06      _____  _____  _____  _____  01/01/1988
HORNBLOWER, HOWARD                 9.06      _____  9.06      _____  _____  _____  _____  01/01/1988
HELMAN, PATRICIA                   10.31      _____  9.06      _____  _____  _____  _____  01/01/1988
BILKO, HARRY                       5.75      _____  4.75      _____  _____  _____  _____  01/01/1988
HARIMAN, THERESA                   8.75      _____  8.75      _____  _____  _____  _____  01/01/1988

====
0                                  736.81    26.56    633.81    0.00
  
```

```

GAAP                               Department of Social Services           Run Date: 03/19/1997
                                Common File Account                       Page 2
                                GAAP Reporting of Compensated Absences
                                ***** SUMMARY REPORT *****
                                Rates as of Check Dated: 07/04/1997
FUND      # OF EMPS  VACATION  SICK (LT3)  SICK (GT3)  AVG SALARY
0000      15          736.81    26.56      633.81     0.00
  
```

Note: ** Employee may be Retirement Eligible

- The OSHA 200S Report option produces a grand total of the hours worked within the entered date range.

TO RUN THIS REPORT:

1. From the Main Menu bar select REPORTS and then the OSHA 200S (THRPT) option. The following will be on your screen:

```
Department of Social Services
Report of Total Hours Worked For OSHA #200S

Enter report START date: (MM/DD/CCYY) / /1997
Enter report END date: (MM/DD/CCYY) __/__/1997

Produce the report now or after midnight (N/A): _
```

2. Type in the report start and end dates (can be any dates, does not have to be a valid pay period).
3. Type in 'N' to run the report immediately or 'A' to run the report after midnight. The following message will be on your screen:

```
** The Report of Total Hours Worked for OSHA has **
** been submitted to batch. A mail message will **
** be sent to your terminal when it is ready to **
** be printed.**
```

Press return to proceed

4. Press <ENTER> to return to the previous menu. You receive the following message when the report has run:

```
New mail on node BOSSA from BOSS::TASUSER (15:50:33)

Job THRPT (queue BOSSA_BATCH, entry 1503) completed
```

5. Use the Gold (Num Lock) key together with the 'M' key to go directly to the following mail message:

```
** REPORT OF TOTAL HOURS WORKED OF OSHA IS COMPLETE

LOG ON WITH THE PRINTER AND AT THE SYSTEM PROMPT TYPE:

MY_REPORT THRPT
```

TO PRINT THIS REPORT:

- Either of the following methods may be used to print the report:
 1. Use the Report Print option under the Reports Menu (see Page 93 for details for this option);
 - OR
 2. Type in 'MY_REPORT THRPT' at the System prompt (\$).
- Your report will look similar to the following example:

OSHA200S REPORT

THRPT

Department of Social Services

Page 1

Common File Account

03/19/1997

Report of Total Hours Worked - OSHA #200S

DATE RANGE: 01/01/1996 TO 12/31/1996

Total Part Time Hours Worked 38.25

Total Full Time Hours Worked 4,169.75

Grand Total Hours Worked 4,208.00

ANNUAL ATTENDANCE HISTORY REPORT



Only information on your "agent agencies" is included in this report.

- The Annual Attendance History Report lists attendance and earned information in the same format as the Annual Attendance Report (MH2025) that is available under the Reports Menu.
- The Annual Attendance History Report generates information on the requested employee(s) across participating TAS agencies.

TO RUN THIS REPORT:

1. From the Main Menu bar select REPORTS and then press 'A' on your keyboard or use the Down Arrow key to reach the Annual Attendance History option. The following will be on your screen:

```

      ANNUAL ATTENDANCE HISTORY
-----
No: [REDACTED] Name: [REDACTED]
Calendar Year (19__): [REDACTED]

      Employee Selection
-----
No: [REDACTED] Name: [REDACTED]
[Yes] [No] [Nxt] [Prv] [Exit]

```

2. Type in the employee name or number and then press <ENTER> or just press <ENTER> to bring up the first name alphabetically. The following will be on your screen with the name and number of the employee filled in:

```

      ANNUAL ATTENDANCE HISTORY
-----
No: 999999 Name: PLIMPTON, HILARY
Calendar Year (19__): [REDACTED]

```

3. Type in the four digits for the calendar year and then press <ENTER>. The year will fill in and the cursor will be at a new field to enter another year for the same employee.
4. Continue to enter years for the selected employee and then press F10 when you are through to bring up the Employee Selection Box.
5. Type in the Name or Number for another employee and proceed to enter enter the years desired.
6. Press the F10 key to bring up the Employee Selection Box when you have entered all the employees.
7. Use the Tab key or the Arrow key to move to the Exit prompt and then press <ENTER> (or just press F10). The following will be at the bottom of your screen:

```

Cancel  Ok
Exit This Program

```

8. Press <ENTER> at the Cancel prompt to not run the report or move to the Ok prompt by using either the Tab or Arrow keys. The following message will be at the bottom of your screen:

```

Cancel  Ok
Submit Report

```



This report is run with the same name as MH2025 and will replace any existing reports with that name in your directory.

9. You receive the following mail message when the report has run:
Job CONSOL_ANNATT (queue BOSSA_BATCH, entry 606) completed
10. Use the Gold (Num Lock) key together with the 'M' key to go directly to the following mail message:

```

#1      20-AUG-1998 12:50:47.38          NEWMAIL
From:   BOSS::TASUSER
To:     TASUSER
CC:
Subj:   CONSOL_ANNATT

```

***** ANNUAL ATTENDANCE HISTORY REPORT HAS SUCCESSFULLY COMPLETED ***
TO GET A COPY, ENTER THE FOLLOWING:**

LOCAL_ANNATT

TO PRINT THIS REPORT:

- The Annual Attendance History Report is a wide report that normally cannot be printed on the printers used by most agencies. If you have the capability to print this report on your own printer use the following step:
 1. At the System prompt (\$) type LOCAL_ANNATT. The report will be sent to your onsite printer.
- If you do not have this capability (wide carriage) use the following procedure to obtain a copy of this report from the Data Center at 340 Capitol Avenue, Hartford, CT.
 1. At the System prompt (\$) type 'PRINT_ANNATT' or 'PRINT_ANNATT2' (to have the report print double sided). The report will be re-routed to the Data Center.
 2. Copies of the Annual Attendance History Report will be sent to you in accordance with a subsequent mail message on your system. Your report will look similar to the following example:

- The Longevity Report option produces the following three reports:
 1. Longevity Records Detail Report
 2. Longevity Records Exception Report; and the
 3. Longevity Records Summary Report
- All of these reports are shown on the pages that follow.

TO RUN THESE REPORTS:

1. From the Main Menu bar select REPORTS and then the Longevity Report option. The following will be on your screen:



Select Sort Option:

Last Name

Emp No

Section

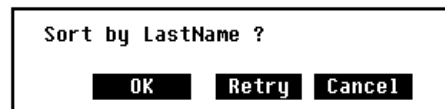
Function

Cancel

2. Use the Arrow key or the Tab key to move to the selection to sort the report by any of the options offered. The following will be on your screen (depending on your selection).



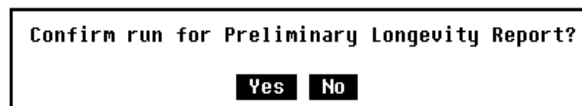
During the Pay Periods that include 4/01 or 10/01 you will be asked if this is a preliminary run. If you want to run a 'FINAL' Longevity Report you should answer 'NO'.



Sort by LastName ?

OK Retry Cancel

3. Press <ENTER> on the OK prompt to continue. The following will be on your screen if you select to run a Preliminary Longvity Report:



Confirm run for Preliminary Longevity Report?

Yes No

4. Press <ENTER> on the Yes prompt to run a Preliminary Longevity Report. The following message will be on your screen:

```

- I - Running Prelim Longevity Rpt.
A Mail Message Will Be Sent When Done.
  Ok
  
```

This could say Final.

5. Press <ENTER> at the OK prompt. You will receive a mail message when the report has run.
6. Use the Gold (Num Lock) key together with the 'M' key to go directly to the following mail message:

From: BOSS::TASUSER

To: TASUSER

CC:

Subj: D Longevity Report Successfull

```

*****
***      Longevity Report Successfull      ***
*****
  
```

TO PRINT THESE REPORTS:

1. Use the Report Print option under the Reports Menu (see Page 93 for details for this option).
2. Your reports will look similar to the following examples:

**LONGEVITY RECORDS DETAIL REPORT
(D_LONGV_DET)**

LONGEVITY RECORDS DETAIL REPORT for ACTIVE EMPLOYEES ... terminated are excluded 08/17/1998 02:41 PM
 Department of Social Services - Central Office Page: 1
 **** Preliminary Report **** Longevity Period: 04/01/1998 - 09/30/1998 **** Preliminary Report ****

Emp Number	Last Name	First Name	Sal Plan	Sal Grp	Sal Step	Emp Type	Func	Sec		yrs	mos	dys	Longevity Amount
548954	ABBOTT	JEANETTE	CA	14	02	1	5100	096	As of 03/31/1997----->	5	9	15	
									Service since startup --->	+ 1	0	0	
									Earned this period ----->	+ 0	6	0	
									Unpaid this period ----->	- 0	0	0	
									*** Total As of 09/30/1998 --->	7	3	15	\$0.00
429032	ABNER	BEN	CO	07	07	1	8600	122	As of 09/30/1997----->	7	6	18	
									Service since startup --->	+ 0	6	0	
									Earned this period ----->	+ 0	6	0	
									Unpaid this period ----->	- 0	0	0	
									*** Total As of 09/30/1998 --->	8	6	18	\$0.00
453669	ALLISSON	GENA	CL	12	02	F	0200	297	As of 09/30/1997----->	2	9	1	
									Service since startup --->	+ 0	6	0	
									Earned this period ----->	+ 0	6	0	
									Unpaid this period ----->	- 0	0	0	
									*** Total As of 09/30/1998 --->	3	9	1	\$0.00
147735	AANG	ARNIE	CO	07	04	1	2300	344	As of 09/30/1997----->	5	1	24	
									Service since startup --->	+ 0	6	0	
									Earned this period ----->	+ 0	6	0	
									Unpaid this period ----->	- 0	0	0	
									*** Total As of 09/30/1998 --->	6	1	24	\$0.00
558900	ABURT	CLARA	CL	18	00	1	0300	096	As of 09/30/1997----->	9	6	5	
									Service since startup --->	+ 0	6	0	
									Earned this period ----->	+ 0	6	0	
									Unpaid this period ----->	- 0	0	0	
									*** Total As of 09/30/1998 --->	10	6	5	\$106.00

***** NOTE: 'OVR' indicates a user override of the data for current longevity.

**LONGEVITY EXCEPTIONS REPORT
(D_LONGV_EXC)**

LONGEVITY EXCEPTIONS REPORT										08/17/1998 02:41 P
Department of Social Services - Central Office										Page: 1
Longevity Period: 04/01/1998 - 09/30/1998										
Emp Number	Last Name	First Name	Sal Plan	Sal Grp	Sal Step	Emp Type	Func	Sec		
111111	ABATTE	SAMANTHA	CL	12	04	1	2200	242	Employee terminated during current longv period - 06/04/1998	
222222	BEAUMOUNT	CAROLOYN	CO	01	01	P	5752	082	Employee terminated during current longv period - 06/18/1998	
333333	BISSETTE	JACK	AR	25	05	1	2200	597	Employee terminated during current longv period - 04/23/1998	
444444	BUDNER	SALLY				4	5752	082	Employee terminated during current longv period - 06/18/1998	
554444	BUSEY	GARY	CL	12	03	1	2200	597	Employee terminated during current longv period - 05/21/1998	
666666	CARNES	KIMBERLY	CO	07	04	1	9953	243	Employee terminated during current longv period - 04/23/1998	
888888	CASEY	BERTHA	CL	10	02	1	9953	243	No Pay record for Longv Cycle starting 10/01/1997.	
999999	CASTINETTE	PATRICIA	FR	99	00	4	5722	082	Employee terminated during current longv period - 05/07/1998	
678905	CARUSO	JANET	VR	99	00	4	5752	082	Employee terminated during current longv period - 06/18/1998	
622102	COTEY	SAM				1	2200	597	Employee terminated during current longv period - 04/06/1998	
598062	CULLENBERG	KATHERINE	CO	01	01	4	5722	082	Employee terminated during current longv period - 06/18/1998	
597854	DAMESEY	SUSAN	CO	01	01	P	5722	082	Employee terminated during current longv period - 06/18/1998	
598198	DELLANEY	MICHAEL	CO	01	01	4	5752	082	Employee terminated during current longv period - 06/18/1998	
236512	DOWJONES	ALVIN	VR	99	00	4	5761	082	Employee terminated during current longv period - 06/18/1998	
563624	GONZO	ALBERTO	CO	01	01	P	5700	082	Employee terminated during current longv period - 06/18/1998	
858785	HAGGER	TOMMY	VR	99	00	4	5752	082	Employee terminated during current longv period - 06/18/1998	
598063	JONES	BARNABY	CO	01	01	4	5751	082	Employee terminated during current longv period - 06/18/1998	
380506	KOSLOWSKI	LAWRENCE	MP	63	00	2	5100	096	Employee terminated during current longv period - 06/18/1998	
598184	KRAVETS	JUDY	VR	99	00	4	5721	082	Employee terminated during current longv period - 05/07/1998	

**LONGEVITY RECORDS SUMMARY REPORT
(D_LONGV_SUM)**

LONGEVITY RECORDS SUMMARY REPORT for ACTIVE EMPLOYEES ... terminated are excluded 08/17/1998 02:41 PM
 Department of Social Services - Central Office Page: 1
 **** Preliminary Report **** Longevity Period: 04/01/1998 - 09/30/1998 **** Preliminary Report ****

Emp Number	Last Name	First Name	Sal Plan	Sal Grp	Sal Step	Emp Type	Func	Sec	As Of Date	Entered yrs	Bals mos	SVC dys	OVR	Total yrs	Service mos	Service dys	Longevity Amount
111111	ABATTE	DREDAE	CL	18	00	1	0300	096	09/30/1997	9	6	5		10	6	5	\$106.00
222222	ACCOST	THOMAS	CO	12	08	1	8000	093	09/30/1997	18	11	3		19	11	3	\$235.00
333333	ALBERT	LEVEY	MP	57	00	1	5100	096	09/30/1997	18	10	13		19	10	13	\$796.00
444444	ALLEN	THOMAS	MP	61	00	F	8000	093	09/30/1997	15	1	4		16	1	4	\$966.00
555555	ANDERSEN	GILLIAN	MP	56	00	F	8100	093	09/30/1997	16	7	11		17	7	11	\$759.00
666666	ANGELICA	CORINE	CL	15	05	1	2200	797	03/31/1997	10	1	0		11	7	0	\$97.50
777777	ANTONIO	ALBERT	MP	56	00	1	9951	142	03/31/1997	15	11	19		17	5	19	\$759.00
888888	ANKLESTRONG	JAMES	EX	01	00	1	0100	095	09/30/1997	20	8	14		21	8	14	\$2,493.75
999999	ARPINTA	ANNETTE	MP	65	00	1	5100	096	09/30/1997	11	7	16		12	7	16	\$565.50
453088	AUGUSTINE	NICK	MP	59	00	F	2400	128	09/30/1997	11	1	16		12	1	16	\$439.00
379637	AUSTINTIME	KATE	CL	19	04	1	5900	127	09/30/1997	14	7	13		15	7	13	\$218.00
466439	AUSTINBURG	MOSIER	CO	07	09	1	2300	344	09/30/1997	12	5	28		13	5	28	\$103.25
321011	BARBEROSO	JANE	MP	70	00	1	5700	101	09/30/1997	19	6	0		20	6	0	\$2,057.25
224255	BARDWELL	MICHAL	MP	65	00	1	5100	096	03/31/1997	25	3	13		26	9	13	\$2,262.00
319453	BARRY	DAVE	CL	17	09	1	2200	597	09/30/1997	19	8	11		20	8	11	\$309.75
435862	BARRIMORE	JONATHEN	CO	07	10	1	2300	144	03/31/1997	13	4	23		14	10	23	\$103.25
375527	BARTOLOTTA	APRIL	CO	11	09	1	4104	003	09/30/1997	15	0	22		16	0	22	\$229.50
093076	BARTON	CLARA	MP	62	00	F	2200	397	09/30/1997	18	2	22		19	2	22	\$1,005.50
466230	BARBEAU	ADRIENNE	CO	12	04	1	4181	118	09/30/1997	9	4	24		10	4	23	\$117.50

***** NOTE: 'OVR' indicates a user override of the data for current longevity.

LONGEVITY FORECAST REPORT

- The Longevity Forecast Report produces a forecast of the next six Longevity Cycles or three fiscal years. It calculates the increased years of service and the amounts (using current rate tables) in a report called LONGV_FORE.
- This report option also produces the following three reports (example shown on Page 84 is of D_LONGV-DET):
 1. Longevity Records Detail Report (D_LONGV_DET)
 2. Longevity Exceptions Report (D_LONGV_EXC)
 3. Longevity Records Summary Report (D_LONGV_SUM)
- You should review all of these reports for accuracy before you release the Forecast Report.

TO RUN THESE REPORTS:

1. From the Main Menu bar select REPORTS and then the Longevity Forecast Report option. The following will be on your screen:

Confirm run for Forecast Report?

Yes **No**

2. Press <ENTER> on the Yes prompt to run the report. The following will be on your screen:

Select Sort Option:

Last Name

Emp No

Section

Function

Cancel

3. Use the Arrow key or the Tab key to move to the selection to sort the report by any of the options offered. The following will be on your screen (depending on your selection):

Sort by LastName ?

OK **Retry** **Cancel**

4. Press <ENTER> on the OK prompt to continue. The following will be on your screen:

```
- I - Running Forecast Rpt.  
A Mail Message Will Be Sent When Done.  
  OK
```

5. Press <ENTER> at the OK prompt. You will a mail message when the report has been run.
6. Use the Gold (Num Lock) key together with the 'M' key to go directly to the mail message.

TO PRINT THESE REPORTS:

1. Use the Report Print option under the Reports Menu (see Page 93 for details for this option).
2. The following four reports are available to be printed when you use this option:
LONGV_FORE (example shown on Page 83)
D_LONGV_DET (example shown on Page 84)
D_LONGV_EXC
D_LONGV_SUM
3. Your reports will look similar to the following examples:

**LONGEVITY FORECAST REPORT
(LONGV_FORE)**

LONGEVITY F O R E C A S T REPORT for ACTIVE EMPLOYEE's ... terminated are excluded

3-Aug-1998
Page 1

Department of Social Services
Common File Account

ty	FUNC	NAME	APR-2001	OCT-2000	APR-2000	OCT-1999	APR-1999	OCT-1998	yrs mos	PL	GRP
1	4526	ARCARI	878.00	439.00	439.00	439.00	439.00	439.00	12 4	MP	59
1	5623	AVERY	117.50	117.50	117.50	117.50	.00	.00	8 10	CO	12
1	4526	BALDWIN	103.25	103.25	103.25	.00	.00	.00	8 3	CO	07
1	4526	BARBERI	103.25	103.25	103.25	.00	.00	.00	8 2	CO	07
1	4526	BARTHOLOMEW	206.50	206.50	206.50	206.50	206.50	206.50	14 8	CO	07
1	4526	BURR	103.25	.00	.00	.00	.00	.00	7	CO	07
1	4526	CAHILL	759.00	759.00	759.00	379.50	379.50	379.50	13 3	MP	56
1	2562	CAMPELL	106.00	106.00	106.00	.00	.00	.00	8 4	CO	08
1	5962	COLON	318.00	159.00	159.00	159.00	159.00	159.00	12 2	HC	26
1	4526	CRESCENDO	878.00	878.00	878.00	439.00	439.00	439.00	13 2	MP	59
1	4526	CROSS	309.75	206.50	206.50	206.50	206.50	206.50	17 4	CO	07
1	4526	CROWLEY	103.25	103.25	.00	.00	.00	.00	7 7	CO	07
1	5762	DONATI	408.75	408.75	408.75	408.75	272.50	272.50	18 9	AR	22
1	4526	DUCHARMEN	103.25	.00	.00	.00	.00	.00	7 1	CO	07
1	4526	DUDLEY	206.50	206.50	206.50	206.50	206.50	206.50	16 5	CO	07
1	4526	DUMONT	1,317.00	1,317.00	878.00	878.00	878.00	878.00	17 6	MP	59
1	4526	DYER	206.50	103.25	103.25	103.25	103.25	103.25	12 4	CO	07
1	4526	FOURNIER	103.25	.00	.00	.00	.00	.00	7 3	CO	07
1	4526	FREEMAN	103.25	103.25	103.25	103.25	.00	.00	8 8	CO	07
1	4526	GALLAGHER	206.50	206.50	103.25	103.25	103.25	103.25	12 11	CO	07
1	4526	GLEASON	206.50	206.50	206.50	206.50	206.50	103.25	14 5	CO	07
1	4526	GREGORY	103.25	.00	.00	.00	.00	.00	7 2	CO	07
1	4526	HARPER	103.25	103.25	103.25	.00	.00	.00	8 5	CO	07
1	4526	HARRIS	206.50	206.50	103.25	103.25	103.25	103.25	12 10	CO	07
1	4526	JOHNSON	103.25	103.25	103.25	103.25	103.25	.00	9 4	CO	07
1	5862	KELLY	117.50	117.50	117.50	.00	.00	.00	8 2	CO	12
1	4526	LACEY	206.50	206.50	103.25	103.25	103.25	103.25	12 8	CO	07
1	5762	LOPEZ	164.50	164.50	164.50	164.50	164.50	164.50	11 7	AR	27
1	4526	LYMAN	103.25	103.25	103.25	.00	.00	.00	8 2	CO	07
1	4526	MOSES	103.25	103.25	.00	.00	.00	.00	7 10	CO	07
1	4526	MURRAY	206.50	206.50	206.50	206.50	206.50	103.25	14 2	CO	07
1	4526	SMITH	206.50	206.50	103.25	103.25	103.25	103.25	12 6	CO	07
1	5762	SULLIVAN	164.50	164.50	164.50	164.50	164.50	.00	9	AR	27
1	4526	TRAYNOR	206.50	206.50	206.50	206.50	206.50	206.50	15 7	CO	07
1	4526	TOMMONS	103.25	.00	.00	.00	.00	.00	7	CO	07
REPORT TOTALS			49,171.25	44,171.25	39,925.25	35,852.50	33,363.00	30,180.25			
FY TOTALS			2000-2001		1999-2000	75,777.75	1998-1999	63,543.25			
			93,342.50								
GRAND TOTAL			232,663.50								

**LONGEVITY RECORDS DETAIL REPORT
(D_LONGV_DET)**

LONGEVITY RECORDS DETAIL REPORT for ACTIVE EMPLOYEES ... terminated are excluded 08/18/1998 11:08 AM
 Department of Social Services - Central Office Page: 1
 **** Forecast Report **** Longevity Period: 10/01/2000 - 03/31/2001 **** Forecast Report ****

Emp Number	Last Name	First Name	Sal Plan	Sal Grp	Sal Step	Emp Type	Func	Sec		yrs	mos	dys	Longevity Amount
595454	ABBNER	JEAN	CA	14	02	1	5100	096	As of 03/31/1997----->	5	9	15	
									Service since startup --->	+ 1	0	0	
									Earned this period ----->	+ 3	0	0	
									Unpaid this period ----->	- 0	0	0	
									*** Total As of 03/31/2001 --->	9	9	15	\$0.00
560432	ABBETT	RAY	CO	07	07	1	8600	122	As of 09/30/1997----->	7	6	18	
									Service since startup --->	+ 0	6	0	
									Earned this period ----->	+ 3	0	0	
									Unpaid this period ----->	- 0	0	0	
									*** Total As of 03/31/2001 --->	11	0	18	\$103.25
452369	ALEXANDER	LINA	CL	12	02	F	0200	297	As of 09/30/1997----->	2	9	1	
									Service since startup --->	+ 0	6	0	
									Earned this period ----->	+ 3	0	0	
									Unpaid this period ----->	- 0	0	0	
									*** Total As of 03/31/2001 --->	6	3	1	\$0.00
505087	ABBUM	SALLY	CL	18	00	1	0300	096	As of 09/30/1997----->	9	6	5	
									Service since startup --->	+ 0	6	0	
									Earned this period ----->	+ 3	0	0	
									Unpaid this period ----->	- 0	0	0	
									*** Total As of 03/31/2001 --->	13	0	5	\$106.00
323809	BORED	JAMES	CO	12	08	1	8000	093	As of 09/30/1997----->	18	11	3	
									Service since startup --->	+ 0	6	0	
									Earned this period ----->	+ 3	0	0	
									Unpaid this period ----->	- 0	0	0	
									*** Total As of 03/31/2001 --->	22	5	3	\$352.50

***** NOTE: 'OVR' indicates a user override of the data for current longevity.

LONGEVITY HISTORY ANALYSIS

- The Longevity History Analysis Report uses all of the history records (CT, MIL and OTH) that you have entered for an employee to calculate and verify the balances entered for the AS OF DATE.
- The use of history records and this report is optional as the calculation and recording of longevity service and bonus amounts does not require it.

TO RUN THIS REPORT:

1. From the Main Menu bar select REPORTS and then the Longevity History Analysis Report option. The following will be on your screen:

Confirm run for Longevity History Analysis?

Yes **No**

2. Press <ENTER> on the Yes prompt to run the report. The following will be on your screen:

Select Sort Option:

Last Name

Emp No

Section

Function

Cancel

3. Use the Arrow key or the Tab key to move to the selection to sort the report by any of the options offered. The following will be on your screen (depending on your selection):

Sort by LastName ?

OK **Retry** **Cancel**

4. Press <ENTER> on the OK prompt to continue. The following will be on your screen:

```
- I - Running Longv History Analysis.  
A Mail Message Will Be Sent When Done.  
OK
```

5. Press <ENTER> at the OK prompt. You will receive a mail message when the report has been run.
6. Use the Gold (Num Lock) key together with the 'M' key to go directly to the following mail message:

```
#1      18-AUG-1998 12:59:09.65          NEWMAIL  
From: BOSS::TASUSER  
To:  TASUSER  
CC:  
Subj: D Longevity History Analysis Successfull
```

```
*****  
*** Longevity History Analysis Successfull ***
```

TO PRINT THIS REPORT:

1. Use the Report Print option under the Reports Menu (see Page 93 for details for this option).
2. Your report will look similar to the following examples:

**LONGEVITY HISTORY ANALYSIS REPORT
(D_LONGV_HIST)**

LONGEVITY HISTORY ANALYSIS REPORT for ACTIVE EMPLOYEE

08/18/1998 01:09 PM

Department of Social Services - Central Office

Page: 1

Longevity Period: 04/01/1998 - 09/30/1998

Emp Number	Last Name	First Name	Longv Code	Dept Name	Start Date	End Date	Work History			Time Since Date Hired		
							yrs	mos	dys	yrs	mos	dys
658985	ABBNER	ROY	CT	Department of Testing	02/09/1990	09/30/1997	0	0	0	7	6	21
				Original Hire 03/09/1991	Total As of 09/30/1997		0	0	0			
					Entered yrs/mos/dys		7	6	18			
					*** Difference		-7	-6	-18			
523651	ABDOU	LENA	CT	Department of Testing	12/30/1994	09/30/1997	0	0	0	2	9	0
				Original Hire 12/30/1996	Total As of 09/30/1997		0	0	0			
					Entered yrs/mos/dys		2	9	1			
					*** Difference		-2	-9	-1			
197732	AMEND	EDNA	CT	Department of Testing	08/07/1992	09/30/1997	0	0	0	5	1	23
			CT	Department of Testing	08/07/1992	11/06/1997	0	0	0			
				Original Hire 08/07/1991	Total As of 09/30/1997		0	0	0			
					Entered yrs/mos/dys		5	1	24			
					*** Difference		-5	-1	-24			
505087	BARNETT	DREDA	CT	Department of Testing	03/25/1988	09/30/1997	0	0	0	9	6	5
				Original Hire 03/25/1985	Total As of 09/30/1997		0	0	0			
					Entered yrs/mos/dys		9	6	5			
					*** Difference		-9	-6	-5			
528826	BOWMAN	JAMES	CT	Department of Testing	12/07/1990	09/30/1997	0	0	0	6	9	23
			CT	Department of Testing	12/07/1990	09/25/1997	0	0	0			
				Original Hire 12/07/1993	Total As of 09/30/1997		0	0	0			
					Entered yrs/mos/dys		6	9	23			
					*** Difference		-6	-9	-23			

REPORT PRINT

- The REPORT PRINT option allows you to print reports that have been generated using the menu driven option instead of starting the printing process from the System (\$) prompt.

TO RUN THIS REPORT:

1. From the Main Menu bar select REPORTS and then the Report Print option. The following will be on your screen:

```
ANNATT
BRGPAY_RPT
D_ERROR_REPORT-06JUN1997-1334
D_ERROR_REPORT-18MAR1997-1532
D_FLSAPAY-06JUN1997-1334
D_FLSA_STATUS_K
D_PAYEXCPT_RPT-06JUN1997-1334
D_PAYEXCPT_RPT-18MAR1997-1532
EMPPAY_RPT
```

2. Use the Up or Down Arrow keys to move to the report that you want to print and then press <ENTER>. The following will be on your screen:

```
REPORT PRINT
Report: BRGPAY_RPT      Print
Copies: 1               Preview
Delete After Print: NO_ Delete
Printer: LOCAL          Cancel
                        Retry
```

3. Type in a number for the number of copies you want to be print (the default is 1) and then press <ENTER>.
4. Press <ENTER> at the NO prompt to not delete the report or move to the YES prompt and then press <ENTER> to have the reported deleted after printing. Your cursor will be at the PRINT prompt.
5. Press <ENTER> to print the report; or use the Down Arrow key to move to the PREVIEW prompt and then press <ENTER> to view the report on the screen only.

- The following instructions will be on the bottom of the screen:

RETURN/SPACE=More - the next screen of text will be shown.

PREV/NEXT=Scroll - moves to next or previous page (use the Page Up and Page Down keys).

INS/REM=Pan - (Insert & Remove Keys or Insert & Delete keys) allows you to pan the screen left or right.

SELECT=80/132 - (END key on PC's) changes the screen display from smaller to larger print.

Q=Quit - returns you to the menu option to Print, Preview, etc.

- Use the Down Arrow key to move to the DELETE prompt and then press <ENTER> to delete the report. The following will be on your screen:

! Delete (BRGPAY_RPT)	
<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes

- Press <ENTER> at the YES prompt and the report will be deleted or use the Left Arrow key to move to the NO prompt to not delete the report; or
- Use the Down Arrow key to move to the CANCEL prompt and then press <ENTER>. You will be returned to the REPORTS Menu; or
- Use the Down Arrow key to move to the RETRY prompt and then press <ENTER>. You will be returned to the menu where you can select another report for printing.

SYSTEM PROMPT REPORTS



When entering the beginning and ending dates of reports, do not cross calendar year boundaries.

- In addition to the reports accessible through the REPORTS option on the Main Menu bar, a number of reports are available and accessible at the System prompt (\$).
- The following is a list of these reports with a brief description of each one together with the command to run the report from the System prompt.

Earned File Report - (EARN1)

- Enables users to look at all earned file records for an individual employee, multiple employees, an entire section's employees or all employees in the Employee Master File.

Employee Attendance Record Report - (ATTRPT)

- Generates a quick list (this report is only shown on the screen, it cannot be printed out) of an employee's time for a month(s) in hours and minutes.

Overtime By Bargaining Unit - (OVERTI)



If you no longer code SOT, you will see all overtime hours listed under the 1½ OT column regardless of how it was actually paid.

- Lists employee overtime within the entered date range (usually a pay period) by bargaining unit. Includes employee weekly totals for straight time, time and a half, and double overtime, as well as grand totals for each employee and each bargaining unit.

Employee Accrual Increment Date Review - (FLGINC)

- Lists employees whose increment date is prior to the current date and shows the number of records read, the number of employees affected, the employee name and number and the increment date.

Sick & Worker's Compensation Usage By Bargaining Unit - (SWCUSE)

- Generates a fiscal year report and compiles a list by bargaining unit of full-time personnel showing the average number of employees, the total hours charged to sick time and the total hours charged to worker's compensation.

Temporary Employees Total Attendance Time - (TMPEMP)

- Generates a report of total hours worked by temporary employees within the entered date range for the employee number typed in or for a series of employee numbers.

Employees In Working Test Period - (WORKTE)

- Lists employees who took leave time during their working test period and shows all leave attendance from the employee's class appointment date through the working test expiration date.

Employees With Perfect Attendance - (PERFEC)

- Lists name and number of employees without sick attendance within the entered date range.

Employee By Section Overtime Report - (EMPOT)

- Lists employee overtime by section and employee last name and shows total hours for each employee and section within the entered date range.

Sick & Workers Compensation By Section/Bargaining Unit - (SWCSEC)

- Produces a list for the entered date range of employee counts for sick hours, worker's compensation hours, sick leave (unpaid) hours, and vacation hours for a specific section or for all sections and bargaining units.
 - The sick hours may be limited to Attendance Code S only or may encompass all sick codes.
 - Worker's compensation hours are limited to a total of employee attendance hours charged to attendance codes WCP or WC.
 - Unpaid sick leave hours are limited to a total of employee attendance hours charged to attendance code LS.
 - Vacation hours include all employee attendance hours charged to any attendance code with a type V.

Report of Voluntary Leave Attendance - (VLARPT)

- Produces a list within the entered date range of employee name, date, code, and hours of voluntary leave schedule reduction (VL) or voluntary leave of absence (VLA) and also shows the totals of each for every employee as well as grand totals for the agency.

Report of Agency Closings and Furloughs - (ACRPT)

- Produces a list within the entered date range and in employee number sequence, of employee name, date, code, and hours of emergency furlough (EF), furlough day (FD) or agency closing (AC) and, shows the totals of each for each employee together with grand totals for the agency.

Bi-Weekly Attendance Report - (BWKATT)



If a fourth time type is found for the same day, an asterisk is printed under the first three.

- Produces a bi-weekly attendance report for all employees (or for up to 15 employees) in the same format as the time sheets are entered (3 zones across the page) for the entered date range.

Employee Job Class Title Report - (EMP_TITLE)

- Produces a report of employees showing name and number, section, job class title, date hired and date appointed.

Report of Medical Certificate Required for Consecutive Sick Days - (CONSEC)

- Produces a list of employees with sick hours or any vacation sick attendance by employee number sequence within the entered date range.

Vacation Carry Over Report - (VACOVR)

- Produces a list of employees with vacation hours earned minus vacation hours charged equal to or greater than the bi-weekly scheduled hours in section and employee name sequence for the year entered. The report lists employee number and name, vacation earned hours, vacation charged hours, carried over hours, and bargaining unit with totals by section and with a grand total.

Management Vacation Accrual Survey - (VAC_LIABL)



After the employee name, (H) will be printed to signify hours, and (D) will be printed to signify days. These codes will be displayed only for specific agencies.

- Produces a list for the typed in date of the last time sheet posted of employees in employee name sequence and shows available time and vacation rate for the following bargaining units:
 1. 01 - Exempts - Elected or Appointed State Officials
 2. 02 - Managers
 3. 03 - Confidential
 4. 52 - Managerial

Earned File Comp Earned Report - (EARNCE)

- Enables users to look at all comp earned file records for an individual employee, multiple employees, an entire section's employees or all employees in the Employee Master File.

Beginning of Month Leave Balances - (BEG_BAL_RPT)

- Produces a list of employee balances as of the first of the month for the month and year typed in. It shows employee name and number and vacation, sick, personal leave, compensatory and holiday time. It can be run with one employee or all employees by function, section or name sequence.

Attendance Hours Report For Part-Time Employees Report - (PTHOURS)

- Generates a list of part-time employees with all attendance hours (except for unpaid type) for the date range entered.

On Call/Night Duty Report - (OCND)

- Produces a report that lists all attendance records with attendance codes of OC, OCP or ND sorted by date within the date range entered. This information aids in determining whether an employee has entered an incorrect date on their time sheet and is listed in the following two sections:
 1. Night Duty Section
 2. On-Call Section

Distribution Reports - (CONSOL)



If you are running reports from a central agency office, the reports will include totals for each agency.

- This report option is menu driven and requires you to input a date range and includes the following three distribution report options to choose from:
 1. Shows the number of employees by job class.
 2. Allows for the selection by attendance code, attendance type, or all, and shows the number of hours by the option selected.
 3. Lists employee overtime hours.

Option 1 - Job Class Report (Non-Consolidated)

- Generates a Job Class report that shows JBC (Job Class), Title, Agency, total Job Class as well as the total active employee count.

Option 2 - Type/Code Attendance Hours Report

- Generates and shows Agency Number, Type and Title, Code and Title and shows the total hours per agency with the following three reports:
 1. By Attendance Type.
 2. By Attendance Code.
 3. By all Codes.

Option 3 - Employee(s) by Section Overtime Report

- Generates a report of employees from all accounts (sorted by section) and shows the total hours for each employee and each section within the date range asked for. This report shows employee name, number, and job class title as well as the date, code, shift, and number of hours for each overtime entry.

TO PRINT THESE REPORTS:

- To print these reports type 'MY_REPORT (REPORT NAME)' at the System prompt (\$).

DATATRIEVE REPORTS

- In addition to the reports available through menu selections under the REPORTS menu, the System provides you with a library of *pre-defined* reports you can use.
- The table on the following pages lists the available DATATRIEVE reports.

TO RUN THESE REPORTS:

1. Type 'DTR' at the System prompt (\$) and press then press <ENTER>. You will then be at the DTR> prompt with the following message on your screen:

```
DEC DATATRIEVE V7.2  
Digital Query and Report System  
Type HELP for help  
DTR>
```

2. Type ' :' (colon) and the name of the procedure you want to run and then press <ENTER>, i.e., ' : ACCRATE_DT'. The requested report will be processed and will be available for you to view or print.
3. A message similar to the following is on your screen when the report has been run:

```
*** THE LIST OF ACCRUAL RATE INCREMENT DATES IS DONE ***
```

```
TO PRINT IT, USE THE PRINT REPORT OPTION ON THE TAS MENU
```

```
THE REPORT NAME IS: ACCRATE
```

TO PRINT THESE REPORTS:

- Either of the following methods may be used to print these reports:
 1. Use the Report Print option under the Reports Menu (see Page 93 for details for this option);
OR
 2. Type in 'MY_REPORT (REPORT NAME)' at the System prompt (\$).

DATATRIEVE REPORTS			
PROCEDURE	REPORT NAME	SORTED BY	FIELDS REPORTED
ACCRATE_DT	Report of Accrual Rate Increment Dates	Hiring Date	Employee Number, Name, APS Original Hire Date, Hire Date, Accrual Rate Inc Date, Barg Unit, Type Emp, Vac Accrual Code and Sick Accrual Code
ACCRUAL_INCR_RATE_DATE	Accrual Rate Increment Dates that Should be Reviewed	Accrual Rate Inc Date, Hiring Date	Employee Number, Name, Accrual Rate Inc Date, Hiring Date and Vac Accrual Code
ACCT_RPT	Report of Employees Accounting Codes	Ten options to choose from	Employee Name, Employee Number, Agency, Fund, Section, Function, Activity, SPID, Job Class, Position Control Number, Major-Minor, Extension, Bargaining Unit and Hire Date
ATTENDANCE_CODES	Attendance Codes Sorted by Type	Attendance Type	Attendance Code and Title Type
BARG_UNITS	List of Employees by Bargaining Unit and Job Class	Bargaining Unit, Job Class	Employee Name, Bargaining Unit and Job Class
BU_REPORT	Bargaining Unit - Job Class Report	Bargaining Unit	Bargaining Unit, Job Class, Vac Eligibility, Vac Unpaid Days, Min Vac Units, PL Eligible Days, Sick Unpaid Days, Max WC Days, Part Time Accrual Rule, Hours Worked per Month, Max Hours per Shift, Max Hol Accrual, Bi-Weekly Full Time Hours, Comp Exp Days, Hol Exp Days, Max Funeral Days, Max Family Funeral Days, Max Sick Family Days, Max Baby Leave Days, Max Vac Days Hired before 07/01/77 and Max Vac Days Hired after 07/01/77
BU_PAY_REPORT	Report of Bargaining Unit/Job Class Payroll File	Bargaining Unit	Bargaining Unit, Job Class, Lane Diff Rate, Bonus Frequency, SOT Eligibility, FLSA Reg Hours Limit, Meal Allowance, Bonus, Shift Diff Rate, Weekend Diff Rate, In-Charge Amount/Rate, Nite Duty Amount, Snow & Ice Diff Rate, Hazard Duty Diff Rate, Weekend Diff Eligibility, In-Charge Type, Premium Night Duty Amount, Step 1 OT Rate, Night Duty Type, Shift Diff Rate 2, Weekend Diff Rate 2, On-Call/Standby Rate, Premium On-Call/Standby Rate and OT Rate 2
CHECK_PAY_CODE	Employees with Inappropriate Pay Codes	Last Name	Employee Name and Number, Autopay Hours, Pay Code and Type Employee
COMP_BY_BU	Report of Comp Earned by Bargaining Unit Specified	Bargaining Unit, Last Name	Bargaining Unit, Type Leave, Earned Hours, Available Hours and Expiration Date
DEES_SEC	List of Employees by selected Section	Last Name	Section, Employee Name and Number

DATATRIEVE REPORTS (con't)			
PROCEDURE	REPORT NAME	SORTED BY	FIELDS REPORTED
EARN_RPT	Earned Time Report for Specified Employee	Employee Number, Type Leave for selected employee	Type Leave, Earned Hours and Earned Date
EMP_BAL_RPT	Report of Employee Balances	Employee Name	Available Vac, Sick, PL, Comp and Balances SF, BL, FF, OF, Vac Accrual Code and Sick Accrual Code
EMP_BY_BARG	Employees by Bargaining Unit	Employee Number for selected Bargaining Units	Employee Name, & Number, Bargaining Unit, Job Class, Schedule and Shift
EMP_BY_BU	Report of Employees by Bargaining Unit	Bargaining Unit, Job Class, Employee Name	Bargaining Unit, Job Class and Employee Name & Number
EMP_BY_SCHED	Report of Employee in each Schedule	Schedule	Schedule, Employee Number & Name, Shift, Week, Bargaining Unit and Job Class
EMP_BY_SECTION	List of Employees by Section	Section, Employee Number	Section, Employee Name & Number
EMP_BY_SECTION_SHIFT	Report of Employees Sorted by Section and Shift	Section, Shift, Name	Employee Number & Name, Section and Shift
EMP_BY_SHIFT FOR_A_BU	List Employees by Shift for a Bargaining Unit	Shift, Employee Name for selected Bargaining Unit	Employee Name & Number, Bargaining Unit and Shift
EMP_DATES	Employee Dates Report	Employee Name	Date of Birth, Hire, Class Appt, Work Test Period, PL and Vac Elig and Accr Rate Inc
EMP_JOB_CLASS_BY SECTION	Employees Job Class Title by Section Report	Section, Employee Name	Employee Name & Number, Job Class and Title
EMP_MASTER_BU	Employee Master File Listing by Bargaining Unit	Bargaining Unit, Employee Name	Employee Number & Name, Bargaining Unit, Job Class, Shift, Shift Diff Eligibility, OT Eligibility, Bi-Weekly Hours, Class Appointment Date, Work Test Expiration Date, Schedule, Work Holiday, Holiday Processing, Type Employee, Type Appointment, Function, Section, Per Cent Split, Sick Accrual Code and Vac Accrual Code
EMP_MASTER_PAY_BU	Employee Master File and Pay File Listing by Bargaining Unit	Bargaining Unit, Employee Name	Employee Number & Name, Bargaining Unit, Job Class, Shift, Shift Diff Eligibility, OT Eligibility, FLSA Status, Bi-Weekly Hours, AutoPay Hours, Pay Code, Full Shift Hours, Hourly Rate, Schedule, Work Holiday, Holiday Processing, Type Employee, Function, Section, and Per Cent Split
EMP_NAME_SSN	List of Employees in Master File in Alphabetical Order with SSN	Name	Employee Name & Number and Social Security Number
EMP_RPT_SECTION	Employee Report by Section	Section, Employee Name	Employee Name and Number, Section, Job Class, Type Appt, Sched, Bargaining Unit and Object

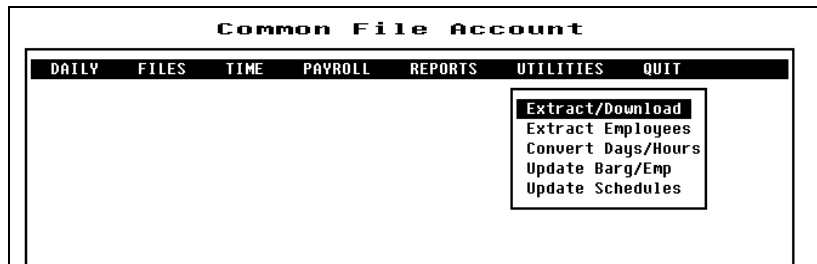
DATATRIEVE REPORTS (con't)			
PROCEDURE	REPORT NAME	SORTED BY	FIELDS REPORTED
EMP_TERMINATED	List of Terminated Employees	Agency	Employee Name, Termination Date and Agency
EMPLOYEE_REPORT	Employee Report	Employee Number	Employee Number & Name, Avail Vac Hours, Avail Sick Hours, Avail PL Hours, Accr Rate Incr Date, Vac Elig Date, PL Elig Date, Vac Accr Code, Sick Accr Code, Sick Elig Flag, Days in Week, Bi-Weekly Hours, Function, Activity, Section, Schedule, Type Appointment, Type Emp, Pos Ctrl No, Barg Unit, Job Class, OT Elig, Holiday Req, Shift, Shift Diff Elig, Class Appoint Date, Work Test Exp Date, State Hire Date, Termination Date, FF Start Date, FF YTD Hours, Oth Fun Hrs, BL Occ Start Date, BL Occ Hours, Sick Family Hours, WC Start Date, Act Occ, Mand OT Occ, War Service Code, War Service Yrs, War Service Mnths, and War Service Dys
EXTCODES	Attendance Codes Report Job Class Codes Report Section Codes Report	Attendance Code Job Class Section	Job Class, Attendance Codes and Section
FIND_SNM_VNM	Report of Employees with SNM or VNM on:	Employee Name	Employee Name & Number and Leave Type
FIND_EMP_WITH_SCHED	Employees with Schedules Starting with (for)	Employee Number, for selected first digit of Schedule or Schedule Code	Employee Number & Name and Schedule
HIRED_IN_FIRST_HALF	Employees hired between Jan 1 st and June 30th	Employee Name	Employee Name & Number, Bargaining Unit and Hire Date
HOL_BAL_RPT (special for Barg Unit 09)	Bargaining Unit 09 Employees with Holiday Balances Over 90 Hours	Employee Name	Employee Number & Name and Available Holiday Hours
LIST_ADDITIVE	Report of Employees and Additives Type – Amount	Bargaining Unit	Employee Name & Number, Type and Amount
LOCATOR	Employee Locator	Termination Date	Employee Name & Number, First Attendance Date, Termination Date and Location
NEG_HE	Employees with Negative HE	Employee Number	Employee Number, Leave Type, Earned Date, Earned Hours and Available Hours
PAY_CODE1	Employees with Pay Code Equal 1 Report	Employee Number	Employee Number, Pay Status, FLSA Status and Pay Code
PRINT_MANAGERS	List of Employees (Managers) in alphabetical order	Agency, Employee Name	Agency, Employee Name & Number

DATATRIEVE REPORTS (con't)			
PROCEDURE	REPORT NAME	SORTED BY	FIELDS REPORTED
PRINT_MASTER_STARTUP_SEC	Listing of Employee Master File for - Section	Employee Number, for selected Section	Employee Name & Number, Job Class, Bargaining Unit, Type Appt, Type Emp, Overlap Code, Job Class, Shift Diff Elig, Work Test Period (Y/N), Work Test Period Expir Date, Hire Date, Class Apt Date and OT Eligibility
PRINT_MASTER_STARTUP	Employee Master File Report	Employee Number	Employee Name & Number, Job Class, Bargaining Unit, Type Appt, Type Emp, Shift Diff Elig, Work Test Period Expir Date, Hire Date, Class Apt Date, OT Elig, Bi-weekly Hours and Schedule Code
PRINT_TSHEET_CHANGE_LOG	Time Sheet Log File Report	Employee Number, Date, for selected employees	Date Changed, Time Changed, Pay Period, and Charges Info (before and after)
RPT_ERN_TYPE	Earned Time Report for selected Employee Number and Leave Type	Employee Number, Leave Type	Employee Number, Leave Type, Earned Date, Earned Hrs, Avail Hrs and Expir Date
RPT_HIRE	Hire Date Report	Hire Date, Employee Name	Employee Name & Number and Hire Date
RPT_MAX_HOL_ACC	Maximum Holiday Accrual	Bargaining Unit, Job Class	Bargaining Unit, Job Class, Max Hol Accrual
RPT_MGR	Bargaining Units 01, 02, 03, & 52 Hired Date Report	Bargaining Unit, Hire Date	Employee Name & Number, Bargaining Unit and Hire Date
RPT_NP4_SHIFT_SCH	NP4 Schedules	Shift, Schedule Code	Shift, Schedule Code and Employee Number & Name
RPT_POSCTL	Report of Position Control Information	Employee Name	Employee Name & Number, PCN Agency and PCN Number
SALSPLIT_REPORT	Employee Salary Split %	Employee Number	Employee Name & Number, Agency, Fund, SPID, Function, Activity and Extension
VACATION_ACCR_CODE_10	Report of Employees with Vacation Accrual Code 10 (Zero Accrual)	Employee Number	Employee Name & Number, Vac Accrual Code, Accr Rate Inc Date, Hire Date, Days in Week, Vac Elig Date, Type Appt and Type Emp
WC_START_RPT	Workers Comp Start Date Report	Employee Number	Employee Name & Number, Leave Start Date and Term Date



B.O.S.S. will not be held accountable for the security and/or integrity of your data after it has been downloaded to your computer. All data downloaded is valid only as of the date of the download.

- The UTILITIES menu under the Main Menu bar is available for customers who wish to download data from the Time & Attendance System to use with PC-based database applications such as MS Access.
- Customers interested in using any of the options available under the UTILITY menu must first contact BOSS at (860) 566-4471. The BOSS support team will then arrange for your account to be set up with the proper access and privileges.
- The UTILITIES Menu that appears on your computer is shown below. You will have all or some of the choices shown here:



1. Extract/Download – When you use the Extract/Download Utility, you can select one or more files and/or reports from the Time & Attendance System, extract data from the files, and then download (transfer) the data to a designated directory on your PC. You can then manipulate the downloaded data and set up and use your own customized report
2. Extract Employees – Used by agencies that “frontend” or “transmit” attendance data to B.O.S.S. for the batch posting of time sheets.
3. Convert Days/Hours – Allows agencies to change from tracking employee time in units of days to units of hours and vice versa.
4. Update Barg/Emp – Updates accrual information and maximum shift hours as Bargaining Units increase scheduled hours from 70 to 80 hours.
5. Update Schedules – Updates the Schedule Code in each employee record as well as the schedule that prints on the Time Sheet posting screen for employee in a selected Bargaining Unit.

Requirements

- You will need the following minimum requirements in order to utilize the Utility Menu in the Time & Attendance System:

Hardware Guideline

- Intel 80486-based PC

Memory

- 8 Mb

Operating System

- Windows 3.1
- Windows 95
- Window NT

Software

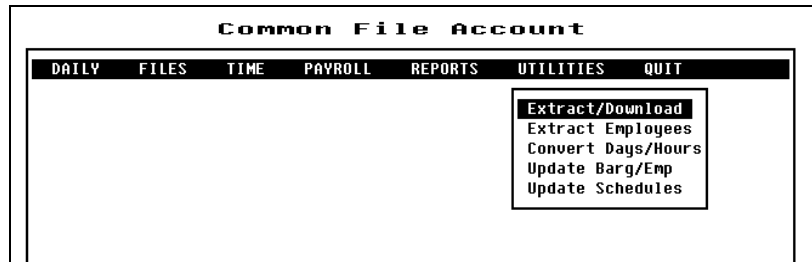
- Terminal Emulation Software that supports ZMODEM protocol such as KEA 420! (Version 4.0 or higher).
- PKZIP – A freeware utility (provided free from B.O.S.S.).
- Data manipulation package for creating databases, spreadsheets, reports, lists, and/or tables such as Microsoft Access.
- In addition, it is necessary to attend a one-time setup meeting with the B.O.S.S. staff to set up your transfer options properly. This setup process includes specifying which directories on your personal computers will store the data files before and after you download information from the Time & Attendance System to your computer.

Disclaimer

- Please note the following:
 1. B.O.S.S. will not be held accountable for the security and/or integrity of data after it has been downloaded from the Time & Attendance System to your PC environment.
 2. Information downloaded is only valid *as of the extract date (download date)*.
 3. Bargaining Unit and Job Class Code information taken from employee attendance records reflects the Employee Master File record as of the date of extract.

EXTRACT/DOWNLOAD

1. From the Main Menu bar select UTILITIES. The following will now be on your screen:

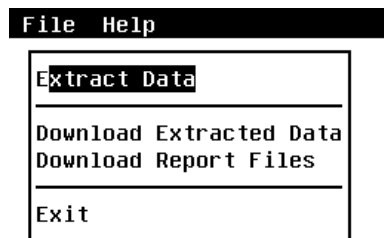


2. Press <ENTER> on the Extract/Download option. The following menu will be on your screen:



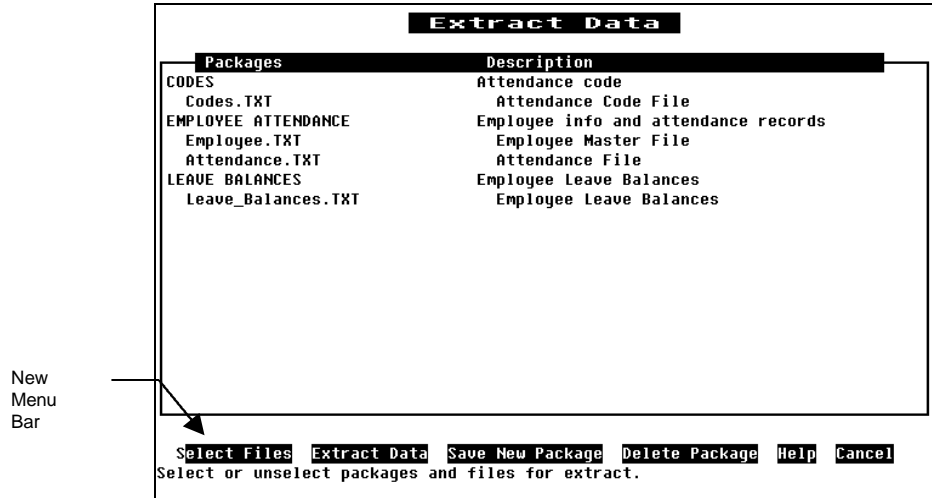
FILE MENU (under the Extract/Download menu)

1. Press <ENTER> on the FILE option. The following will be on your screen:



Extract Data (under the FILES Menu)

- Use the Extract Data option to select files (except for report files) and then to extract the data and/or create or delete custom packages. When you select this option, a list of packages and their associated descriptions appears (custom packages appear first followed by system packages). Your screen will look similar to the following:



You will probably want to move to the Extract Data option on the menu bar at the bottom of your screen to start the extract process.

- Move your cursor to the package(s) or file(s) you wish to select (your selection should be highlighted) and then press <ENTER>. Your selection is now ready for downloading.
- When you have finished selecting files, press CTRL^Z to return to the Menu Bar that is at the bottom of your screen (shown above). Use the Tab or Arrow keys to move between the following selections on the Menu Bar:

Select Files



The <ENTER> key acts as a toggle. Pressing it a second time will deselect it.

- This option is used to *select* or *deselect* packages and files for extracting and will bring you back to the Extract Data screen to select new files. At least one file or package must be selected in order for the Extract Data option to run

Extract Data



Answering YES to the 'Submit after 5 p.m.' prompt, is the more cost-effective method. It frees up your terminal from displaying output that is time consuming and will tie up your PC.



Some files will not ask for a Start and End Date, i.e., Codes, etc.

- This option is used to start the extract program. The program reads through the selected files and/or packages and extracts the necessary data. Your screen will look similar to the following when you select this option:

Extract Data

Prompts

Run extract after 5pm?

Start Date:

End Date:

1. Type in the Start Date (if asked for) and press <ENTER>.
2. Type in the End Date and press <ENTER>. The following will be on your screen:

Are you ready to submit the data extract?

3. Use the Tab or Arrow keys to move between the selections. To complete the Extract process press <ENTER> on the Yes prompt.
4. You will receive an electronic mail (e-mail) notification when the program has completed similar to the following:

**Job BOSS_DOWNLOAD_EXTRACT (queue BOSSA_BATCH, entry 1810)
completed**

- While this procedure is processing, the output is sent to the screen. It is also stored in a text file in the directory you specified to B.O.S.S. during your initial setup meeting.
- When the Extract Data processing completes, the file(s) is ready for downloading.

Save New Package

- This option is used to save the current selection as a custom package and to save time if you plan to select the same files repetitively.
 1. After selecting the files through the Select Files option described earlier, press CTRL^Z and move your cursor to Save New Package and then press <ENTER>. You will be prompted for a package name and a description (each field allows up to 35 alpha/numeric characters).
 2. After entering the description, press <ENTER> at the OK prompt to file the new package and update the current screen listing; or press <ENTER> at the CANCEL prompt to exit the option without filing a new package name.

Delete Package

- This option is used to delete a custom package.
 1. When a listing of the current custom packages appears, move your cursor to the package you wish to delete and press <ENTER>.
 2. Press <ENTER> at the OK prompt to complete the deletion or press <ENTER> at the CANCEL prompt to cancel the deletion.

Help

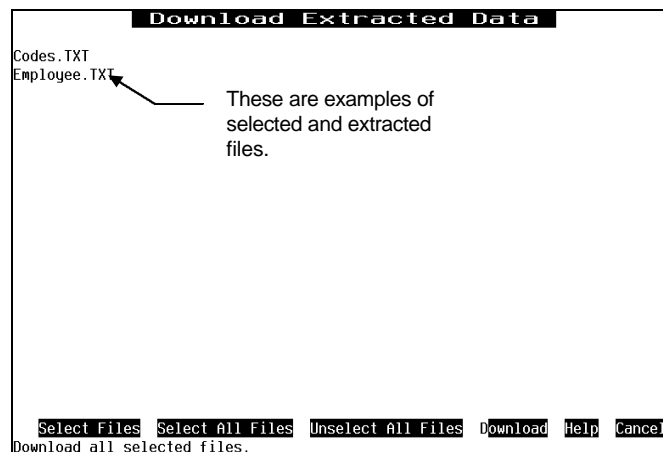
- Used to access on-line help information regarding the Extract Data option.

Cancel

- Used to cancel the process and return to the UTILITIES menu.

Download Extracted Data (under the FILES Menu)

- At least one file has to be extracted prior to using this option. That file's name(s) will appear on your screen. Your screen will look similar to the following:





The <ENTER> key acts as a toggle so pressing <ENTER> a second time on a file will *deselect* it.

Select Files

- Used to select one or more file(s) for downloading. Select this option and a list of file name(s) appears that reflects the files that were extracted through the Extract Data option described previously.
 1. Move your cursor to the files you wish to select, and then press <ENTER>.
 2. When you have finished selecting files, press CTRL^Z to return to the options at the bottom of the screen.
 3. Your selection is now ready for downloading.

Select All Files

- Used to *select* all files listed on your screen.

Deselect All Files

- Used to *deselect* files listed and selected on your screen.



Processing time may be time consuming, so you may want to execute the download at the end of the workday.

Download

- Used to execute the download program. However, at least one file has to be selected prior to using this option.

1. The following message will be on your screen when you select a file:

"Are you sure you want to download selected files?"

2. Press <ENTER> at the YES or NO prompt in response. The program begins by searching for the specified file(s) in the designated directory and compresses the file(s) into one single file named TIME.ZIP. When the download process successfully completes, the system will prompt you with the option of deleting the extracted files from the Time & Attendance System.

- The TIME.ZIP file resides on your PC's hard drive in a directory you specified during your setup meeting with the B.O.S.S. staff. In addition to the TIME.ZIP file there will be a file called README.TXT which contains instructions on file decompression and also includes informational messages from the Time & Attendance staff such as upcoming changes to a particular field format.
- The file is now ready for decompression using the PKZIP utility (see the following pages for information on how to unzip this file).



The next time you run the download program, you will have the option of appending, renaming, or deleting the previous TIME.ZIP file.



If you choose to rename the file, previous TIME.ZIP files will be renamed to TIME1.ZIP, TIME2.ZIP, TIME3.ZIP, etc., (the higher number representing the more recent file).

Help

- Used to access on-line help information about the Download Extracted Data option.

Cancel

- Used to cancel the process and return to the previous UTILITIES menu.

Download Report Files (under the FILES Menu)

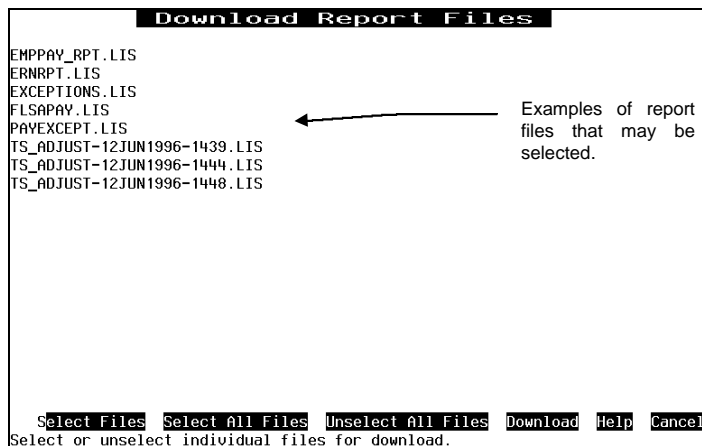
- The first step in downloading report files is to run the report itself by following the standard Time & Attendance report output procedures with the possible exception of answering YES to the 'Submit after 5 p.m.' prompt.
- You will receive an E-Mail notification upon completion of the report.
- Any report(s) that has been run will appear on the screen when this option is selected.

Select Files

- Used to select individual report files for downloading. Your screen will look similar to the following:



The <ENTER> key acts as a toggle. Pressing it a second time on a file will *deselect* it.



Processing time may be time consuming, so you may want to plan on executing the download at the end of the workday.

1. Select this option and a list of report files appears reflecting the reports recently run. Move your cursor to the files you wish to select and press <ENTER>.
2. When you have finished selecting, press CTRL^Z to return to the options at the bottom of the screen. Your selection is now ready for downloading.

Select All Files

- Used to *select* all report files presently listed on your screen.

Unselect All Files

- Used to *deselect* report files presently listed and selected on your screen.

Download

- Used to execute the download process. However, at least one report has to be selected prior to using this option.
 1. Press <ENTER> on the YES or NO prompt in response to the following:

Are you sure you want to download selected files?"

2. The download process begins by searching for the specified files in the designated directory and compressing the files into one single file entitled TIME.ZIP (the file TIME.ZIP resides on your PC in the directory you specified during your setup meeting with the B.O.S.S. staff).
3. When the download process is successfully completed, the System prompts you with the option of deleting the report files from the Time & Attendance System.
4. In addition to the TIME.ZIP file, there will be a file entitled README.TXT that contains instructions on file decompression as well as informational messages from the B.O.S.S. staff, i.e., upcoming changes to a particular field format.
5. The file is now ready for decompression using the PKZIP Utility (see the following pages for instruction on how to use this utility).



The next time you run the download program, you will have the option of appending, renaming, or deleting the previous TIME.ZIP file.



If you choose to rename the file, previous TIME.ZIP files will be renamed to TIME1.ZIP, TIME2.ZIP, TIME3.ZIP, etc. (the higher number being the more recent file).

Help

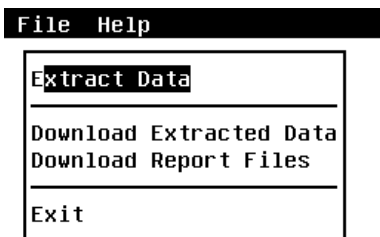
- Used to access on-line help information regarding the Download Report Files option.

Cancel

- Used to cancel the process and return to the previous UTILITIES menu.

Exit (under the FILES Menu)

- Used to exit out of the UTILITY menu and return to the Time & Attendance Main Menu bar.
3. Use the Down Arrow key to move to Exit and then press <ENTER>. You are returned to the File menu under the UTILITIES menu.



HELP MENU (under the Extract/Download menu)

Help Topic

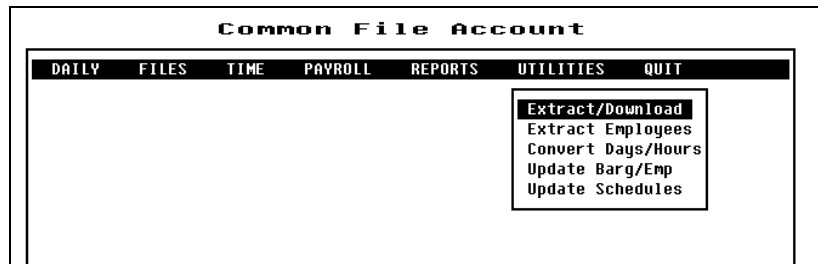
- Used to access on-line help regarding the Extract/Download option. A screen of text appears, describing an overview of the entire Extract/Download process. Press <ENTER> on the OK prompt to exit the help screen.

About

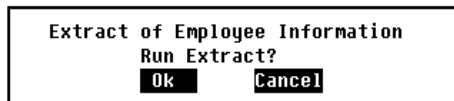
- Used to display a brief listing of useful program information. Specifically, the B.O.S.S. support telephone number ((860) 566-4471) along with the current System name, user name, node and port.

EXTRACT EMPLOYEES

- The Extract Employees option can be used by agencies who “frontend” or “transmit” their attendance data to B.O.S.S. for the batch posting of time sheets. This information is usually downloaded on a bi-weekly basis.
- Use the following steps to run this program:
 1. From the Main Menu bar select UTILITIES. The following will now be on your screen:



2. Press <ENTER> on the Extract Employees option. The following will be on your screen:



3. Press <ENTER> on the OK prompt to continue with the program. You will receive a message similar to the following when the process is completed:



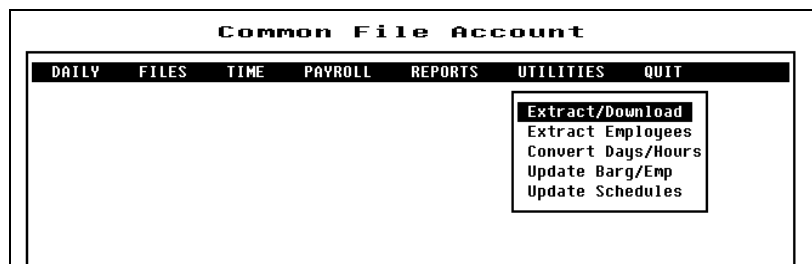
4. Press <ENTER> on the OK prompt to return to the Main Menu bar.

CONVERT DAYS/HOURS

- The Convert Days/Hours Utility will convert an employee's unit of time from days to hours and vice versa. You can use this option whenever a change in Bargaining Unit or Job Class occurs for an employee.
- When using the Convert Days/Hours Utility the user should be aware of the following:
 1. Attendance Time and Earned Time posted on or after a designated "Conversion Date" will need to be re-entered in the new time unit.
 2. The current balances for the employee (Vacation, Sick, PL, Comp, Holiday, Sick Family, Family Funeral, Other Funeral and Baby Leave) need to be converted to the new unit.
 3. The conversion date will be computed as of the first Pay Period Start Date that follows any activity that has been recorded in the permanent files.
 4. Conversion of PL balances from days to hours will be rounded to the nearest quarter of an hour operations:
 - a. Current Earned File records are zeroed out. The Earn Date of the "zero" records is the conversion date itself.
 - b. A new Earned File record is written with the Earn Date equal to the conversion date. Both the Earned Hours and the Available Hours are equal to the converted amount.
 - c. The Employee Master File balance is updated to the new converted amount.
- Use the following steps to run this program:
 1. From the Main Menu bar select UTILITIES. The following will now be on your screen:



Conversion of PL balances from days to hours will be rounded to the nearest quarter of an hour.



- Press <ENTER> on the Convert Days/Hours option. The following will be on your screen:

```

Convert Days/Hours Utility
No: [ ] Name: [ ] Yes No Nxt Prv Exit

```

- Type in the number of the employee. Your cursor will be at the YES prompt. Use the Tab key to move between the selections if this is not the correct employee.
- Press <ENTER> at the YES prompt. The following will be on your screen:

```

Convert Days/Hours Utility
Employee: 999999 PLIMPTON, HILARY
Class Appointment Date: 09/01/1995 Barg Unit: 08
Job Class: 2259 Holiday Processing Code: P
Sched No: 001 Shift: 1
Current Week: 2 Hours Per Day: 8.25
Bi-Wkly Hours: 72.50 Days or Hours: D

Employee Balances
Current: UAC SICK PL COMP HOL
          49.5000 174.2500 3.0000 0.0000 0.0000

Note: Balances will be converted as of 07/03/1998.
      Records expiring before this date will not be converted.

Do you wish to convert Unit of Time from days to hours?
Yes Cancel Retry

```

- Your cursor will be at the Class Appointment Date field. Type in new information at each of the fields pressing <ENTER> after each entry.
- At the Sched No. field you must type in a schedule that is in the correct units (days or hours depending on which way you are converting units).

- Press <ENTER> at the YES prompt after you have typed in all of your data. The following will now be on your screen.

Convert Days/Hours Utility

Employee: 999999 PLIMPTON, HILARY

Class Appointment Date: 09/01/1995 Barg Unit: 08
 Job Class: 2259 Holiday Processing Code: P
 Sched No: F09 Shift: 1
 Current Week: 02 Hours Per Day: 7
 Bi-Wkly Hours: 72.50 Days or Hours: H

Employee Balances

	UAC	SICK	PL	COMP	HOL
Current:	49.5000	174.2500	3.0000	0.0000	0.0000
New:	358.8750	1,263.3125	21.7500	0.0000	0.0000

Note: Balances will be converted as of 07/03/1998.
 Records expiring before this date will not be converted.

... Performing Conversions - Please Stand By

- When the conversion process has been completed the following will be on your screen:

Conversion from days to hours successfully completed.

OK

- Press <ENTER> at the OK prompt. You will return to the Main Menu bar.

UPDATE BARG/EMP



You can only use this utility if no one else is logged on accessing the same information i.e. you must have exclusive access.

- The Update Barg/Emp option under the UTILITIES Menu updates accrual information and maximum shift hours as target Bargaining Units increase their scheduled hours to 80 hours. Both the Employee and the Bargaining Unit information will be updated.
- This option should be run on all of the selections on your agency's Regions Menu (on both facilities and common data).
- Use the following steps to run this program:
 1. From the Main Menu bar select UTILITIES. The following will now be on your screen:

```
Common File Account
-----
DAILY  FILES  TIME  PAYROLL  REPORTS  UTILITIES  QUIT
-----
                                         Extract/Download
                                         Extract Employees
                                         Convert Days/Hours
                                         Update Barg/Emp
                                         Update Schedules
```

2. Press <ENTER> on the Update Barg/Emp option. The following will be on your screen:

```
[BOSS TAS UPDATES]
-----
Pay Period
-----
ENTER PAY PERIOD BEGINNING DATE (MM/DD/CCYY):
-----
YES      NO      EXIT
```

- E - Please enter the pay period starting date !

3. Type in a valid Pay Period Date. Your cursor will be at the Yes prompt.
4. Press <ENTER> and a message similar to the following will be on your screen:

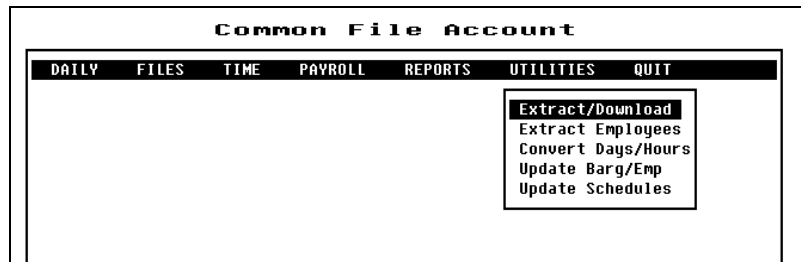
07,12, Have Changes scheduled for 19-JUN-1998. OK to Update?

Yes No

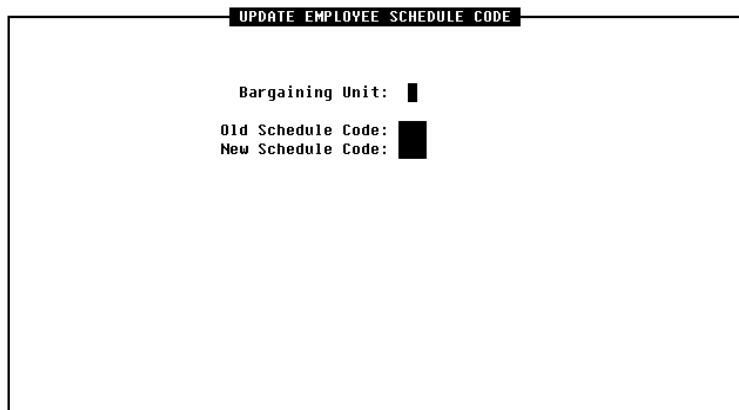
- The appropriate Bargaining Unit and employee information corresponding to this Pay Period will be updated.
- As an additional safety feature a warning box has been added to time sheet entry to notify you that there is a scheduled update for the Pay Period you are posting and that the update procedure has not yet been run for the Pay Period. The message will warn you that the Bargaining Unit and employee information *may* be out of date. Although you can continue processing time sheets, B.O.S.S. suggests double checking schedule updates to ensure that the employee and Bargaining Unit information is accurate for the Pay Period you are currently processing. The timely execution of the Barg/Emp Update Utility should eliminate this concern.

UPDATE SCHEDULES

- The Update Schedules option under the UTILITIES Menu updates the Schedule Code for each employee record (only for the employees that are affected) as well as the schedule that prints on the Time Sheet Posting screen.
- Use the following steps to run this program:
 1. From the Main Menu bar select UTILITIES. The following will now be on your screen:



2. Press <ENTER> on the Update Schedules option. The following will be on your screen:



3. Type in the number of the Bargaining Unit you wish to update, i.e. 07.
 4. Type in the old schedule, i.e., R4.
 5. Type in the new schedule, i.e. R5. The System will prompt you with the number of employees that will have their schedules updated.
 6. Press YES at the prompt and all the employees in Bargaining Unit 07 with Schedules of R4 will be updated to Schedules of R5.
- B.O.S.S. suggests running these updates before posting time sheets for a target Pay Period. For instance, time sheets for Pay Period June 19, 1998 usually start being entered on July 2, 1998. Therefore, the update procedure for this period should be run between the close of the previous Pay Period and July 1.



The B.O.S.S. Time & Attendance support team recommends that you have the PKZIP utility in either your Windows or DOS sub-directory (it will then be included in the Autoexec path statement of your PC).



There are no delimiters (commas, tabs, etc.) found within the decompressed files.

- Once the downloaded data has reached the designated directory of your PC you will need to use the PKZIP Utility to decompress (unzip) the file.
- To use this utility type the following command line at a DOS prompt (*be sure to specify a directory path if necessary*).

PKUNZIP TIME

- The PKZIP Utility will decompress (unzip) your file, allowing you to access your selection by utilizing the PC software package you choose to acquire and manipulate the downloaded data.
- In addition to your original selected files there will be a file entitled LAYOUT.TXT. The LAYOUT.TXT file describes the downloaded data including field position, size, and type and can be useful for importing the data into a database, defining field lengths, etc.

MAIL COMMAND

- Allows you to read an electronic mail (E-Mail) message from within the Time & Attendance System. Use the following steps to access your mail:
 1. Press the Num Lock key together with the 'M' key. You will be brought immediately to the mail program.
 2. When you are through reading your mail, type Exit at the Mail (MAIL>) prompt. You will return to the Time & Attendance Main Menu bar.

TYPE COMMAND

- The TYPE command is used to display the contents of a text or list file on your screen.
- The following files can be displayed with this command:
 1. Files with a TXT extension, i.e., MYFILE.TXT or
 2. Files with a LIS extension, i.e., MYFILE.LIS.
- The following is an example of using the TYPE command to display the contents of the LAYOUT.TXT file:

File extensions.



The format of the LAYOUT.TXT file will soon incorporate a description field. For that reason, the example shown on this page may not exactly match your LAYOUT.TXT file.

```
MS-DOS Prompt
Auto
Microsoft(R) Windows 95
(C)Copyright Microsoft Corp 1981-1995.
C:\WINDOWS> TYPE LAYOUT.TXT
File Name  Field Name      Start   Width  Data Type
PAY_INS
           FEIN              1       9     Text
           Approval_From_Date  10      8     Date/Time
           Approval_To_Date   18      8     Date/Time
           Insurance_From_Date 26      8     Date/Time
           Insurance_To_Date   34      8     Date/Time
           Barg_Unit_Code     42      6     Text
```

Terminology



You cannot create custom packages that contain report files.

- **Package** - A name associated with a name and description of the files selected from which data will be extracted. A package can contain one or more file names. There are two types of packages: *system* and *custom*. System packages are standard and can not be deleted. Custom packages are created by you and can be deleted.
- **Extract** - To select and copy out (associated with files, not reports).
- **Download** - The transfer of data.
- **Data** - Information.

GLOSSARY OF TERMS

AAAAAAA

Designates an amount field that has two decimal places.

After Midnight

Designates a report or function to be completed (run) after 12:00 a.m. to speed up processing thereby at less expensive to the user.

B.O.S.S. Technical Support

(860) 566-4471.

Backslash Key or F12

Moves backward through the fields on the screen in some menu options.

Backspace

Clears the error message on the screen.

CCYY or <CC>YY

Indicates 2 digits for the century and 2 digits for the year, i.e., 1998, 2001, etc.

CTRL^R

Hold the Control Key down while pressing the letter 'R' and the screen will repaint.

CTRL^Z

Hold the Control Key down while pressing the letter 'Z' and exits the function.

D.O.E.

Deductions and Other Earnings.

DATATRIEVE REPORTS

A library of pre-defined reports to be used by agencies.

Default

The action that will automatically take place by pressing **<ENTER>**.

delete key

Very often when asked for it requires the backspace key on a PC keyboard.

Down Arrow

Moves the cursor down one line and on some screens moves forward to the next field leaving the value of that field unchanged.

Employee Number

The 6-digit number assigned to the employee when entering state service.

Ending Date

The last date to include information for in a report or function (not always a pay period ending date).

ENTER (<ENTER>)

Used synonymously with the Return Key.

Error Report

Report automatically generated by the Payroll Exception process.

Exit, F10, Ctrl^z

Can bring you to the previous menu or in some cases bring you to the update or posting process.

F10

Same as **EXIT** or **CTRL^Z**.

F12

Same as using the *Backslash* Key (moves backwards through fields) in some options or functions.

FLSA

Fair Labor Standards Act.

FLSA Pay Computation Report

Automatically generated when the Payroll Exception report is run.

GAAP

Generally Accepted Accounting Principles Report.

gold

The gold key on PC keyboards is the Num Lock Key.

gold A

Changes Account Codes in the header row for the specific attendance.

gold H

Brings up help.

gold M

Brings you to the mail prompt.

gold n

Brings you to the next line.

gold p

Brings you to the previous line.

gold t

Displays the time at the bottom of the time sheet entry.

Gregorian Date

Dated stated as mm/dd/ccyy (2 digits for the century and 2 digits for the year).

HH:hh

Hours:Minutes.

Julian Dates

Date stated as yddd (the number of the day in the year).

Leave Code

The code assigned to different leave occurrences.

Main Menu bar

The Time & Attendance Menu with all the menu options that are available to users.

NXT

Same as the Page Down Key when using some menu options or functions.

Occasion

Refers to the number of illnesses.

OSHA

Occupational Safety Hazard Act.

Pay period

A two-week period beginning on a Friday and ending on a Thursday used by the State of Connecticut for payroll.

Payroll Exception Report

Automatically generated when the Close Pay Period option is selected or when it is requested from the Reports Menu.

PF1, gold Key, num lock key

All used the same depending upon the type of terminal being used.

PRV

Same as Page Up Key when using some menu options.

Read-Only

Allows the user to view only what is on the screen and does not allow any changes.

RRRRRRR

Rate with four decimal places.

Starting Date

The starting date of a function or report (not necessarily a pay period in some functions.)

tab key

Moves to the next field.

Tandem

An occurrence of sick leave on a Monday or Friday preceding or following a holiday.

Up Key

On some screens it moves the cursor up one line or brings you immediately to the confirm option.

Valid Account Codes

A useable Account Code that has been set up in SAAAS if the agency is a SAAAS agency.

ZT Transactions

Payroll transactions that are sent to the payroll system at the Office of the State Comptroller