

Setting Up and Enabling Employee Earnings History

Setting up Employee Earnings History for Your College

The following information is for:

- technical staff who are responsible for installing Employee Earnings History
- functional staff who are responsible for defining PPMS institutional parameters required for implementing the Employee Earnings History application

Install the Employee Earnings History application (technical staff)

- Before proceeding, read Installing Employee Earnings History for instructions on downloading the HTML files.
- To download the InstallShield installation program for the Employee Earnings History application, click EarningsHistory-1-5.exe

Customize the HTML files (optional step) (technical staff)

In addition to customizing standard HTML options, such as backgrounds, colors, and links, you may want to consider customizing the following in the Employee Earnings History HTML files:

- **Leave Balances link**
By default, a link to the Leave Balances page (waci404.html) is included in this application. If you do not want leave balances to be displayed, remove the following HTML code from the waci401a.html, waci402.html, and waci403.html files:

```
<A HREF="javascript:callit('L')"> Leave Balances </A>
```
- **Headings and Messages**
You may customize headings, titles, and messages contained in the HTML files. Do not change HTML tables, which contain information such as a list of checks, earnings, deductions, and contributions; tables are controlled by the application and cannot be changed.

Create a link to the Employee Earnings History application (technical staff)

Create a link from your college's web site (or the point from which employees will access this application) to the Employee Earnings History welcome page (index.html).

When an employee clicks the Proceed to Login button on this page, a new window is opened from which the employee enters his or her employee ID and PIN number. Opening a new

window allows the employee to prevent another user from viewing his or her earnings information after logging out or closing the window.

Define PPMS institutional parameter options (HR and Payroll staff)

Update the following PPMS institutional parameters to reflect the web earnings history options selected by your college.

Parameter	Description and Entry Format
1700	<p>Web Leave Option This option controls the month and year for which leave balances are displayed. Valid options are:</p> <ul style="list-style-type: none">1 Report leave balances as of the current date.2 Report leave balances as of the previous month. <p>If you do not want leave balances displayed, see Customize HTML files.</p>
1701	<p>Web Employee Types Option This option identifies the employee types that can access the Employee Earnings History web pages. If left blank, all employee types will be allowed access to the earnings history web pages. If you want to limit access to selected employee types, enter the employee type codes, without commas or spaces between each code. For example, enter ECF to allow access to exempt (E), classified (C), and full-time faculty (F) only.</p>

Update leave balance messages (HR and Payroll staff)

The following messages are displayed on the Leave Balances web page depending on the option identified for the Web Leave Option (institutional parameter 1700). You can customize these messages on the Message Table Screen (ZX0010), which is accessed from the HP3000 FMS menu.

- Message PS10510005, "Leave activity posted through month ending MM/YY"
This message is displayed if the Web Leave Option is 2 (report leave balances as of the previous month). In the message text, MM/YY is replaced with the date of the previous month and year.
- Message PS10510006, "Leave activity posted through today's date"
This message is displayed if the Web Leave Option is 1 (report leave balances as of the current month).
- Message PS10510004, "No leave activity to report"
Regardless of the Web Leave Option identified, this message is displayed if all leave balances are zero and no leave has been accrued or taken.

Enabling Employee Earnings History

Once Employee Earnings History is set up and employee PIN numbers are assigned (see **Assigning Employee PINs**), the application is enabled whenever the Web Transaction Manager job (ZX0700J) is running. The Web Transaction Server is the software that allows colleges to deliver information over the Web from the administrative applications, such as PPMS, that reside on the HP 3000.

To verify that employees can successfully access Employee Earnings History, do the following:

- Ensure that the Web Transaction Manager job (ZX0700J) is running.
- Access and test the Employee Earnings History web pages.

For information on how employees can use this application, see **Understanding User Functions of Employee Earnings History**.

For information about the Web Transaction Manager job (ZX0700J), see the Web Transaction Server Manual under Application General Resources, Chapter 2, "Scheduling the activation and halt jobs."