

## Employee Maintenance FAQs

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### 1. How do I set up a college board members in the payroll system?

1. **Excluding from the Federal Government Employee Report:** Board members should be excluded as employees for government reporting. To accomplish this, on the Personal Information Screen (PS0004), enter Y in the GOVT RPT EXCLUSN field (center of the screen, right after the Work County field). For more information about the various government reports, see pages 4-34 in the Employee Maintenance Manual.
2. **Coding Required for L&I:** When entering board members into PPMS, you will need to collect all the usual payroll taxes, including Workmen's Compensation (L&I). To set this up so that the system processes this automatically, use employee type H and earn type HRY (hourly). Divide the daily per diem rate by 8, and make that the hourly rate. Enter this on the Job Account Screen (PS0003).
3. **Processing Board Member Payments:** To pay board members, on the Payroll Time Reporting Screen (PS1002), enter the number of days claimed times 8 (hours). This will take the appropriate L&I charges from their pay (deduction code 203), as well as the contribution portion that the agency pays (deduction codes 202 and 204).

### 2. The following fatal error appears on my audit error report: "Ded - Cd must be Active (Ded-Stat = A)." What causes this error?

This fatal error message is caused by an inactive deduction code being used. To fix the error, delete the deduction code on either the Miscellaneous Deduction Screen (PS0006) or the Employee Deduction Calendar Screen (PS0021).

To delete the deduction code on the Miscellaneous Deduction Screen (PS0006), space through the following fields: Ded Cd, Deduction Title, and Ded Amt.

To delete the deduction code on the Employee Deduction Calendar Screen (PS0021):

1. On the Deduction Table (PS9002), retrieve the deduction code and type A in the Deduction Stat field.
2. On the Employee Deduction Calendar Screen (PS0021), space through the following fields: Ded Cd, Deduction Title, and Ded Cal Cd.
3. On the Deduction Table (PS9002), retrieve the deduction code and type I in the Deduction Stat field.

### **3. When I try to process an HCA refund for a reduction for a previous Qtr/Yr, the PS1216J report lists out-of-balance totals? Why?**

If you have tried to process a reduction with a previous Qtr/Yr, for example, 0497, you probably found that the current balance YTD, the previous balance QTD, or both were out of balance. This transaction is for a reduction, which by definition reduces federal income taxes. A refund cannot be processed for a previous tax year after W-2s have been processed for that year.

### **4. Is there a report that lists names with insurance premiums?**

Yes, names with insurance premiums are listed on the Summary of Employee Benefits and Deductions report, which is created by job PS0365J.

### **5. Do we have to manually update all the Minimum and Maximum Salary fields on the Job Class Table screen (PS9004) after running the Auto Pay Raise Update job (PS0325J)?**

No. After you have run the Auto Pay Raise Update job (PS0325J), you need to run the job Update Job Class Table from the Pay Scale Table (PS9103J). This job will update the Minimum and Maximum Salary fields on the Job Class Table (PS9004) from the Pay Scales Table (PS9014).

### **6. How do I create the reporting extract required for the Employee PIN Assign/Delete job group (PG617R-A)?**

Before you can schedule the Employee PIN Assign/Delete job group (PG617R-A), you must first run a DataExpress procedure that produces an extract file containing the employee IDs that will be processed by the job group. The DataExpress procedure extracts employee IDs by employee type for active employees.

The following instructions describe how to create the DataExpress procedure that extracts employee IDs for use with PG617R-A. Once you have created the DataExpress procedure, you can use it over and over again. See Running the procedure.

## Creating the DataExpress procedure

To create the DataExpress procedure that produces the extract file of employee IDs, there are four parts:

- [Part 1 - Select the data for the procedure](#)
- [Part 2 - Define the procedure output](#)
- [Part 3 - Save the procedure](#)
- [Part 4 - Modify the procedure](#)

### *Part 1 - Select the data for the procedure*

For this DataExpress procedure, you will need to use the Employee (EMP) database and the EMP-M data set. The data fields that you need are EMP-ID (Employee ID), EMP-TYP (Employee Type), and EMP-STAT (Employee Status).

**Note:** In the following step-by-step instructions, press the Enter key to move from one step to another.

1. On the Main Menu, type **3** (Create a New Procedure).
2. On the Create a New Procedure menu, type **1** (Use HP Dictionary Definitions).
3. On the Use HP Dictionary Definitions menu, type **2** (Use HP Image Database Definitions).
4. On the Use HP Image Database Definitions menu, type **3** (Select a Specific Data Set).
5. At the Image Data Set Name prompt, type **EMP-M**
6. At the Image Database Name prompt, type **EMP**

A portion of the data fields in the EMP-M data set are displayed. The "1 of 4" notation in the upper right corner indicates that the screen is the first of four screens. You will select data fields only on the first two screens.

7. At the Enter Data Field Selection prompt, type the number for the EMP-ID field.

The second screen (2 of 4) of data fields in the EMP-M data set is displayed.

8. At the Enter Data Field Selection prompt, type the numbers for the EMP-STAT and EMP-TYP fields, separating the numbers with commas.
9. To pass through the remaining screens of the EMP-M data set, press the Enter key three times until the Define Output Specifications screen is displayed.

The three data fields that you selected are displayed in the working set at the top of the screen.

10. Press the Enter key at each of the following prompts:

- Add Any More Fields or Files
- Edit Field Definitions
- Add Any Computational Fields

### *Part 2 - Define the procedure output*

Identify the data field that should be included in the extract and the fields to use for the selection criteria.

11. At the Include in Output prompt, type the number for the EMP-ID field.

12. At the Sort By prompt, press Enter.

By not typing field numbers at the Sort By prompt, you indicate to DataExpress that you do NOT want to sort the records listed on the extract report.

13. At the Select By prompt, type the number for the EMP-STAT field, the letter P, a comma, and the number for the EMP-TYP field, for example, 2P,3. Press Enter.

The "P" indicates that you want to embed the value of the EMP-STAT field in the procedure rather than entering it at run time. On the other hand, each time you run the procedure, you will be prompted to enter values for the EMP-TYP field.

14. At the EMP-STAT prompt, type A (for active employees).

Employee IDs for active employees only will be extracted whenever this procedure is run.

15. Press Enter at each of the following prompts:

- Are Specifications Correct
- Alternate Names for Selection Fields
- Edit Names/Locations of Databases and Files
- Include Database Passwords in Procedure

The Output File Format Options screen is displayed and you are prompted to identify the type of format in which to save your extract file.

### *Part 3 - Save the procedure*

Define the output format as an ASCII file and save the procedure.

16. At the Enter an Option Number prompt, type **23** (ASCII file, MPE).

Your report will be saved as an MPE ASCII file, which is required for the Employee PIN Assign/Delete (PG617R-A) job group.

17. At the Run Procedure prompt, type **N** (no).
18. At the Save Current Procedure prompt, press Enter to select the default response Yes.
19. At the Save Name prompt, type a name for this new DataExpress procedure.

For example, the procedure name might be EMP-PIN.

20. At the Description prompt, type a description of your procedure.

For example, the description might be "Emp IDs for PG617R-A (Employee PIN Assign/Delete)"

21. Press Enter at each of the following prompts:

- Entry Access by User
- Enter Password
- Save Entry into Local Catalog

22. At the Press <Return> Key to Continue prompt, press Enter.

The Main Menu is displayed.

#### ***Part 4 - Modify the procedure***

Before you run the procedure, you must increase the display length for the EMP-ID field from nine to ten. In order to make this change, you need to modify the procedure.

23. On the Main Menu, type **4** (Maintain an Existing Procedure).
24. On the Maintain an Existing Procedure menu, type **2** (Modify Procedure Definitions).
25. On the Modify Procedure Definitions screen, if the correct procedure name is displayed above the Modify Name field, press Enter.

If an incorrect procedure name is displayed, type the correct name.

26. On the Modify Procedure menu, type **1** (Edit Names and Attributes).
27. On the Edit Names and Attributes menu, type **4** (Field Names and Definitions).
28. At the Enter Data Field Selection prompt, type the number for the EMP-ID field.
29. Press Enter at each of the following prompts:

- Menu Name
- Actual Name
- Data Type (X)

- Field Storage Length (10)

30. At the Field Display Length (9) prompt, type **10**

This increases the display length of the EMP-ID field to 10 characters, which is essential in order for the PG617R-A job group to use the data.

31. Press Enter at each of the following prompts:

- Occurrence Count (1)
- Field Entry Prompt
- Field Heading
- Field Edit Mask

The Edit Names and Attributes menu is again displayed.

32. At the Enter an Option Number prompt, type **7** (Return).

The Modify Procedure menu is again displayed.

33. At the Enter an Option Number prompt, type **8** (End Procedure Modification).

34. To re-save the modified procedure, press Enter at each of the following prompts:

- Save Modified Entry
- Save Name
- Description
- Entry Access by User
- Enter Password

35. At the Catalog Entry Already Exists, Purge Old Entry prompt, type Y (yes).

DataExpress overwrites your original procedure file with this modified version.

36. On the Maintain an Existing Procedure menu, type 7 (Return).

You are now finished creating the DataExpress procedure that will extract employee IDs to be used by the Employee PIN Assign/Delete job group (PG617R-A). This DataExpress procedure has been catalogued for future use.

### ***Running the procedure***

Before you schedule the Employee PIN Assign/Delete job group (PG617R-A), first run the DataExpress procedure that you created in the previous steps. This procedure creates an

extract file of employee IDs that will be processed by the job group. Each time that you run the DataExpress procedure, you assign a name to the file of employee IDs that is extracted. Then when PG617R-A is scheduled, the name of the extract file is entered for the parameter PS0221-FILE.

1. On the Main Menu, type **2** (Run an Existing Procedure).
2. At the Run Procedure prompt, type the name of the procedure that you created for this purpose.

If the correct procedure file name is already displayed above the prompt, press Enter.

3. At the Password for EMP prompt, type your college's password for the EMP database.
4. At the EMP-TYP prompt, type the employee type codes, separated by commas, for the employees who should be assigned PINs. To assign PINs to all employees, leave the field blank.

DataExpress launches the procedure. When the procedure has finished running, a message is displayed indicating how many records were read, prepared, and written.

5. At the Download/Save/Append File prompt, type **S** (save).
6. At the Name for Generated File prompt, type a name for the file of extracted employee IDs (for example, PIN1997).

When PG617R-A is scheduled, this file name should be entered for the PS0221-FILE parameter.

7. Press Enter at each of the following prompts:
  - File in Local Group
  - Reuse Extract File
  - Repeat Procedure Run

The Main Menu is displayed.

At this point, the file of employee IDs has been extracted and you are ready to schedule the PG617R-A job group. On the Job Scheduling Parameters screen, for the PS0221-FILE parameter, type the name you assigned to the extract file in step 6.

## **7. Why do I get locked up or disconnected from the Health Care Authority screens?**

If you are responsible for maintaining the Health Care Authority (HCA) screens through the Department of Information Systems (DIS), you may have experienced problems accessing the HCA screens. Sometimes you may get locked up and can't do anything, and other times you get disconnected.

As soon as you are into the HCA screens, you must press the F2 function key labeled INSUR. This changes the labels on the function keys to PF1, PF2, PF3, and so forth, which are the labels for the DIS function keys. If you don't press F2 as soon as you are in the HCA screens, your session locks up because the standard PPMS function keys, which are programmed for Hewlett Packard computers, are not compatible with the DIS function keys, which are programmed for IBM computers.