

# Employee Maintenance Module Overview

## Overview of Employee Maintenance

The PPMS Employee Maintenance module contains personnel information about each employee at your college. Use the Employee Maintenance module to:

- Establish and maintain records for each employee from initial employment to separation or retirement.
- Maintain employee data that is required for payroll processing and personnel reporting to meet federal, state, and internal requirements.

All personnel data that you enter on Employee Maintenance screens updates the Employee (EMP) database **online**, that is, upon pressing the Enter key. The only exceptions are entries for employee ID changes, which are handled offline by batch processing.

The Employee Maintenance module is driven by codes maintained in the PPMS Control Tables module. The Employee Maintenance module is integrated with and interacts with the other PPMS modules:

- Applicant Tracking
- Employee Contracts
- Government Reporting
- Leave Accounting
- Payroll Processing
- Position Control and Salary Forecasting

## Features of Employee Maintenance

With the Employee Maintenance module, you can:

- Search for or list employee names without entering Social Security numbers.
- Maintain and view job history for each employee:
  - from initial employment to current actions
  - from initial employment to separation or retirement
- Maintain unlimited and concurrent job appointments and multiple account distributions for each employee.
- Process future activity for jobs and account distributions.
- Obtain change registers identifying the data that was on a screen before and after additions, changes, and deletions were made to the data.
- Obtain notices of pending personnel actions to be generated and of future personnel actions which might need to be generated.
- Process salary increases by pay scale steps or ranges, factored by percentages or fixed dollar amounts
- Process automatic periodic salary increases by employee.
- Obtain personnel rosters, directories, and mailing lists.
- Obtain employee benefit statements and benefit rosters, statements, and reports for the employer or vendors.
- Maintain education and professional development history for each employee.

- Maintain dollar and hour balances by pay period end date or check date.

Optionally you can use Employee Maintenance to:

- Obtain multi-copy Personnel Action Forms (PAFs) by job for current employee data.
- Automatically enroll in benefit plans those employees who meet eligibility criteria.

Employee Maintenance includes inquiry screens that allow you to look up:

- Hour and dollar balances as well as balances for deductions, reductions, and contributions for the current and previous calendar years.
- All of an employee's active jobs and then swap, copy, move, or delete jobs.

## Employee (EMP) Database Structure

The Employee Maintenance module consists of 28 data entry screens. Data entered on these screens updates the Employee (EMP) database which consists of 26 data sets. These data sets contain numerous fields (data elements) used by the EMP database.

The data entered on some Employee Maintenance screens can update more than one data set. Similarly, some data sets are updated by data entered on more than one screen.

Web-based definitions are available for the Employee Maintenance module screens and fields and data sets. Use these definitions:

- as "online help" for reference when you are using Employee Maintenance screens.
- as a resource for creating DataExpress procedures. Determine the fields (data elements) that you want to include in a procedure and then identify the data set (or sets) that contains them.

The name and spelling of a field (data element) may vary:

- In a screen definition, a field may be spelled exactly as shown on the screen, for example, Type (for Employee Type).
- In a field definition, both the long name and database name of the field are given, for example, Employee Type (EMP-TYP).
- In a data set definition, only the database name of the field is listed, for example, EMP-TYP.