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DOCUMENTATION

To receive any of the documents listed below, dial 502-2815 key in the document number and then your fax number. The document will be faxed to you within few minutes.

**Document Name:** On-Line Payroll/Personnel System User’s Guide  
**Document Number:** 86123  
**FactsBack Number:** 415-502-2815

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**Email:** CustomerSupport@ucsf.edu
1. INTRODUCTION

1.1. ABOUT THE ONLINE PAYROLL/PERSONNEL SYSTEM

The Online Payroll/Personnel System provides automated facilities in support of the payroll and personnel requirements of the University. It is comprised of several databases that maintain information about University employees. Further, it is comprised of several subsystems that provide facilities for inquiring about employee records and the pay they have received as well as information related to account and funds. The subsystems include: EDB Inquiry; Payroll Audit Record Inquiry; Departmental Account Inquiry and the Account/Fund Profile.

The system was designed as a distributed system that allows users in individual units to directly view information contained in the Employee Database (EDB), with appropriate security and safeguards. Access is authorized by designated departmental officials and is restricted to records of employees within the unit.

Access is provided through the use of menu and list screens. By using function keys and entering selection criteria, the user can navigate to the desired screen. In addition, help screens are available to provide information on screen content and on specific data elements.

1.2. THE PAYROLL/PERSONNEL ONLINE INQUIRY SYSTEM USER

Users of the Online Payroll/Personnel System are employees of the University who have been authorized to have access to the information contained in the system inquiry. Access is granted for the performance of payroll/personnel related duties. About the User's Guide

1.3. ABOUT THE USER'S GUIDE

The User's Guide is designed to help you productively use the Online PPS Inquiry facility to access appropriate screens and information. A glossary is included to provide you with definitions of the important system terms. This guide is not intended to be a substitute for training or experience; instead you will find that it is most useful as a reference tool for the Inquiry system features and functions.

1.4. HOW TO GET HELP

1.4.1. ACCESS AND GENERAL APPLICATION QUESTIONS

For access and general application questions, e.g., password, navigation, and screen issues, call:
- Your Departmental Access Administrator
- OAAIS Customer Support Hours: 8am to 5pm, Monday through Friday; (415) 514-4100, Option 2.
1.4.2. POLICY AND PROCEDURE QUESTIONS

For Payroll/Personnel issues and policy consultation, contact the Lead Functional Expert in your department. If unable to answer your question(s), the Lead will seek assistance with:
- Academic Personnel
- Human Resources
- Payroll Office
- Dean’s Office or Vice Chancellor (if appropriate)

1.4.3. DATA DEFINITION QUESTIONS

For data definition questions, such as code translations and valid data ranges:
- **Online Help** Accessed by positioning your cursor to the appropriate field on any Online Payroll/Personnel System screen and pressing the <F1 Help> key.
- Payroll or Human Resources Contact the office appropriate to your question.

Connectivity questions and problems:
- Advice to Managers
- Computer Support Coordinator

2. IMPLEMENTATION

In preparation for a successful implementation, this section introduces you to key concepts of accountability, as well as to issues such as organizational roles and emergency planning.

2.1. ACCOUNTABILITY

Accountability is fundamental to the internal controls that underlie all administrative and financial systems including the On-Line Payroll/Personnel System. This document addresses those issues related to Inquiry access only.

The Chancellor has delegated, through the Dean of each school, to the Department Chairs, administrative and financial responsibility for the operation of their departments.

This delegation from the Chancellor also goes through the Director of the Medical Center and the Vice Chancellors to equivalent management personnel. Department Chairs and equivalents can delegate some administrative and financial responsibilities, but cannot delegate accountability.

2.2. INDIVIDUAL ACCOUNTABILITY

Access to the OLPPS is granted to employees for the performance of payroll/personnel related job duties.

Individual accountability means:
• A logon ID is considered equivalent to a signature and an employee is responsible for all access and entries made under his/her logon ID.
• Computing resources are to be used only for the legitimate University business that an employee has been explicitly authorized to perform as stated in his/her job description.
• Proper password security is to be maintained.
• Proper physical security is to be maintained by not leaving a workstation/terminal unattended while logged into University systems.
• Privacy and confidentiality of all accessible data is to be maintained.
• By logging on to the system, you acknowledge that you understand and agree to abide by the above policies.

It is against University policy for employees to seek out or use personal or confidential information relating to others for their own interest or advantage.

2.3. POLICY COMPLIANCE

Departments are accountable for policy compliance and full understanding of all relevant policies. Failure to comply with UCSF policies, rules, and applicable regulations is a serious breach of responsibility and may result in disciplinary action up to and including dismissal. Further, any violation of local state or federal laws may carry the additional consequence of prosecution under the law, where judicial action may result in specific fines or imprisonment, or both; plus the costs of litigation or the payment of damages or both; or all.

2.4. DEPARTMENTAL ROLES AND RESPONSIBILITIES

In order to implement on-line administrative systems in the departments, central administrators need to be able to identify and communicate with the people who play significant functional roles in departmental administration. Definitions of significant, departmental functional roles with respect to the OLPPS and other, anticipated distributed administrative systems are:

**DEFINITIONS**

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Unit:</td>
<td>is responsible and accountable for implementing established policies and procedures and has administrative and financial responsibility for the operation of his/her unit.</td>
</tr>
<tr>
<td>Business Officer:</td>
<td>serves as chief business and financial officer for the department/unit and is expected to provide financial advice and assistance to the Head of Unit in fulfilling management responsibilities.</td>
</tr>
<tr>
<td>Payroll/Personnel Administrator</td>
<td>is responsible for accurate and timely processing: of salary, benefits and personnel actions for the unit or department.</td>
</tr>
<tr>
<td>Financial Administrator:</td>
<td>is responsible for accurate and timely processing and review of financial transactions for the unit or department.</td>
</tr>
</tbody>
</table>
### Access Administrator:
Controls access to administrative applications for the unit, orders new userids, indicating the functions and the data to which the user will have access; is responsible timely for deletion of obsolete userids.

### Computer Support Coordinator:
Provides computer hardware and software setup and troubleshooting, training and support in the use of general purpose and departmental computer applications, and departmental network management.

### Equipment Custodian:
Provides equipment ordering services and tracking for the business unit.

The identification of the employees who fill these roles is critical in an increasingly distributed administrative environment. This record of significant role players will be used to:

- Validate the authority of individuals ordering access to systems.
- Identify the appropriate individuals to receive administrative communications.
- Replace the Campus Locator System mailing lists.
- Coordinate customer support activities.

In identifying individuals who fill these roles, keep in mind:

- Each role is unique within a given unit.
- One employee may fill several roles.

There may be more than one person performing the functions of a given role in a department or unit. However, only one individual can be assigned to fill the role. This is particularly true of the Payroll/Personnel and Financial Administrators roles defined above.

The person assigned to a role should be the person who has primary responsibility for the function and for distributing administrative communications to others.

The person filling a role must be an employee of UCSF, even though some of the duties may be carried out by non-employees (e.g., by consultants, independent contractors, etc.).

The person filling the role for a given department or unit need not be an employee of that unit.

If any role for a given department or unit is unassigned (i.e., no employee is identified as filling that role) the person filling that role in the parent department will be assumed to fill the role for the subordinate department.
3. SYSTEM ACCESS

3.1. DATA PRIVACY

It is your responsibility to access and use data in accordance with the University's policy and the State of California Information Practices Act of 1977. For more specific information, refer to Guidelines for Access to University Information Systems in the San Francisco Campus Policy and Procedures Manual, or contact the Campus Information Practices Coordinator.

3.2. OBTAINING SYSTEM ACCESS

To request access to the Online Payroll/Personnel System, the following forms must be completed and filed with Administrative Computing Services:

- Signature Authorization
- Logon ID Request/Computer Security and Use Agreement
- Request for Access to the Payroll Personnel System

3.3. SYSTEM PASSWORDS

3.3.1. PASSWORD SELECTION AND SECURITY

Passwords should be 6 - 8 alphanumeric character. Your password must contain at least one numeric character; try to choose a password that is easy to remember, yet difficult for someone to readily guess. Maintaining the confidentiality of passwords is an essential safeguard against misuse, intrusion, and theft. You are personally responsible for the use of your logon ID and password. If there is a reason to suspect that password confidentiality has been compromised, you are responsible for changing the password immediately and reporting the suspicion to the OAAIS Customer’s Services (514-4100, Option 2).

3.3.2. PASSWORD EXPIRATION

All passwords automatically expire in 30 days. When a password expires, you are prompted to enter a new password. All passwords must be unique for 12 months and cannot be reused during that period.

3.3.3. INVALID LOGON ATTEMPTS

If you attempt to logon with a valid logon ID and an incorrect password, the message Password Invalid is displayed. After 3 invalid password attempts, the logon ID is automatically canceled and you will need to call the OAAIS Customer’s Services (514-4100, Option 2) to reactivate your logon ID.
4. SYSTEM STRUCTURE

This section introduces you to the following structural elements of the Online Payroll/Personnel System: screens and function keys.

Three types of screens are used for OLPPS Inquiry. Screens display information contained in an employee record. The employee record is the set of data relating to an individual that is collected on the Employee Database (EDB).

Function keys are provided to allow you to perform system actions such as accessing Help. In addition, function keys provide a means to help you navigate quickly through the system. Detailed use of function keys for navigation is discussed in Section V., Navigation.

4.1. SCREENS

Three types of screens are in the Inquiry Online Payroll/Personnel System:
- Menu Screens
- List Screens
- Detail Screens

4.2. MENU SCREENS

Menu screens display options available to you. They typically contain a list of available function codes for OLPPS INQ. Each function code represents a single screen that may be selected. The IDDB Screen, displayed below, is an example of a menu screen. It contains a list of function codes and the functions they support.

Example of a Menu Screen.
4.2.1. LIST SCREENS

List screens display information that you may select. The Employee Browse (WHO) screen, displayed below, is an example of a list screen. It contains a list of employees who have records on the database.

![Example of a List Screen.](image)

4.2.2. DETAIL SCREENS

Detail screens display information that is contained in the Online Payroll/Personnel System.

![Example of a Detail Screen.](image)
4.2.3. SCREEN LAYOUT

The screens in Online EDB Inquiry have the same basic layout. In general, they contain three sections of information: Header, Body, and Footer sections.

Example of Screen Layout.

4.2.4. HEADER SECTION

The Header section of each screen contains two types of information: Fixed and Variable.

4.2.5. FIXED INFORMATION: (LINES 1 AND 2)

Fixed Information identifies the screen.

Example of fixed information in the header.

1. Screen Identifier — This thirteen character code uniquely identifies each Online Screen. The screen identifier is composed of the characters: PPXXXX0-E0000

   PP—Indicates the Payroll/Personnel System

   XXXX—Indicates an abbreviation or acronym that uniquely identifies each screen, also called function.

2. System Title — The System Title appears on each screen and indicates what system is being accessed.

3. Current System Date and Time — The current date and time are indicated in this portion of the screen.
4. Screen Title — The title is unique to each screen, such as, “Employee Identification.”
5. User ID — This is your logon identification.

4.2.6. VARIABLE INFORMATION: (LINES 3 AND 4)

The variable header information contains data elements that uniquely identify the employee record that is being accessed. This information is consistent on all screens.

Example of variable information in the header.

1. ID — Employee Identification Number - This is the number associated with the employee record that has been selected.
2. Name — Employee Name - This is the name associated with the selected employee record.
3. SSN — Social Security Number - This is the Social Security Number of the employee record selected.
4. Pri Pay — Primary Pay - This code indicates the normal pay schedule for the selected employee, such as MO for monthly or BW for Biweekly.
5. Pg n of n — When the information available fills more than one screen, the number of pages will be displayed and the page number being viewed will display, such as PG 01 of 03.

4.2.7. BODY SECTION (LINES 5-19)

The Body section of the screen displays the content of the particular screen. Depending on the type of screen, it will display inquiry fields, a menu or a list.

4.2.8. FOOTER SECTION (LINES 20-24)

The Footer section appears on every screen. It contains information which will assist you in navigating from one screen to another.

Example of information in the footer.

1. Next Function (Next Func) — You may enter a function code in this field.
2. Employee Record Keys — You may enter a value in any one of these fields to select an employee record:
• ID — Employee Identification Number - This is the unique number associated with an employee's record.
• Name — This is the employee's name as recorded on the database in the format of Last Name, First Name(space)Middle Initial (e.g., Online,Oscar A).
• SSN (Social Security Number) — This is the employee's Social Security Number as recorded on the database.

3. System Message Line — System messages will appear on this line.
4. Command Line (===>) — The Command Line may be used to enter F key numbers if a keyboard does not have function keys. This area is also used to enter special commands.
5. F Key (function keys) — Only the function keys that are active for a particular screen appear. These keys are described in the following section.

4.3. FUNCTION KEY LAYOUT

Function keys (F keys) are provided to allow you to perform system actions such as accessing the Help. In addition, F keys provide a means to help you navigate quickly through the system. Only those F key functions currently available are displayed on the bottom two lines of the screen.

For workstations without the appropriate F keys, an F key can be emulated by typing the F key number on the Command Line and pressing <Enter>. For example, typing 8 on the Command Line and pressing <Enter> is the same as pressing the <F8 Forward> key.

4.4. FOLLOWING ARE THE F KEY DEFINITIONS:

4.4.1. F1 - HELP

F1 is used to invoke either screen-level Help or field-level Help, depending on the position of the cursor on the screen.

• If the cursor is on the label field or on the Display field, field-level Help for that data element will be displayed.
• If the cursor is anywhere else on the screen, screen-level Help will be displayed.

4.4.2. F3 - PREVIOUS MENU/RETURN

F3, when pressed on a detail or menu screen, is used to navigate back to the last menu that was displayed.

4.4.3. F7 - BACKWARD SCROLL

F7 is used to display the previous page of information when there are multiple pages.

4.4.4. F8 - FORWARD SCROLL

F8 is used to display the next page of information when there are multiple pages.
4.4.5. **F9 - MAIN MENU/JUMP**

F9, when pressed on a detail or menu screen, is used to navigate back to the Main Menu. On a list screen, F9 is used to move the cursor between the data display of the screen and the Next Func field. If you press F9 when the cursor is positioned in the body of the screen (line 5 through line 19), the cursor “jumps” to the Next Func field. If you press F9 when the cursor is positioned in the footer (line 20 through line 22), the cursor “jumps” to its previous position in the body, or to the initial cursor position defined for that screen.

4.4.6. **F12 - EXIT**

F12 is used to exit the Online Payroll/Personnel System.

4.5. **KEYBOARD REFERENCE**

Table 1. Function Keys for IBM/IBM-compatible PCs

<table>
<thead>
<tr>
<th>KEY</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;F1&gt;</td>
<td>Help</td>
</tr>
<tr>
<td>&lt;F3&gt;</td>
<td>Previous Menu/Return</td>
</tr>
<tr>
<td>&lt;F4&gt;</td>
<td>Print</td>
</tr>
<tr>
<td>&lt;F5&gt;</td>
<td>Previous Record (for Payroll Audit Record Functions only)</td>
</tr>
<tr>
<td>&lt;F6&gt;</td>
<td>Next Record (for Payroll Audit Record Functions only)</td>
</tr>
<tr>
<td>&lt;F7&gt;</td>
<td>Backward - for scrolling</td>
</tr>
<tr>
<td>&lt;F8&gt;</td>
<td>Forward - for scrolling</td>
</tr>
<tr>
<td>&lt;F9&gt;</td>
<td>Main Menu/Jump</td>
</tr>
<tr>
<td>&lt;F12&gt;</td>
<td>Exit Online Payroll/Personnel System</td>
</tr>
</tbody>
</table>

Note: Emulation of 3270 type terminals is a requirement for Online Payroll/Personnel System. As of this publication date, the San Francisco campus uses the following emulation and connection packages:

- IBM and Compatible: Macintosh:
  - FTP Sofware On-Net
  - MACTCP 2.0.4 or later version
  - FTP Software’s PC/TCP Plus
  - NSCA Telnet
  - Novell’s LAN Workplace for DOS
  - TN3270
5. NAVIGATION

Navigation consists of cursor movement within a screen, scrolling through multiple pages of a screen, and moving from one screen to another. You can navigate from screen to screen by using a variety of techniques including function keys, command line entries, and Next Func field entries.

5.1. CURSOR MOVEMENT

When the screen is first displayed, the cursor is positioned at the Next Func. There are several methods of moving the cursor from one field to another.

5.1.1. TAB/SHIFT TAB KEYS

Pressing the <Tab> and <Shift Tab> keys positions the cursor in the next or previous data entry field.
- The <Tab> key moves the cursor to the next record key. If the cursor is currently at the last record key, it will move to the first record key.
- The <Shift Tab> key moves the cursor to the previous record key. If the cursor is currently at the first record key, it will move to the last record key.

5.1.2. F9 - JUMP KEY

On list screens, the <F9 Jump> key moves the cursor from the current position to the Next Func field or from the Next Func field to the previous cursor position on the screen.

5.2. SCROLLING

Scrolling is the method used to display additional data when there is more data than can fit on a single screen. Use <F7 Backward> and <F8 Forward> to scroll among pages of the screen to display the full range of data. <F7 Backward> and/or <F8 Forward> will appear in the footer if they are available for use.
- Press <F7 Backward> to display the previous page of available data.
- Press <F8 Forward> to display the next page of available data.

For example, “Pg 01 of 03” is displayed on the right of the fourth line indicating that there is additional appointment/distribution information. To access it, use <F8 Forward>, which appears in the footer.
5.3. SCREEN SELECTION

You may select an individual screen by entering the screen's function code in the Next Func field. You should also specify a record key before pressing <Enter>, or the Employee Browse screen will automatically appear. (Refer to subsection Accessing Employee Records.)

For example, to access the IGEN Screen for an employee whose ID number is 021234567:

1. In the Next Func field, type IGEN.
2. In the ID field, type 029061165.
3. Press <Enter>. 
5.4. ACCESSING EMPLOYEE RECORDS

The system provides two methods to access employee information:

- Record keys
- Employee Browse screen (WHO)

Using the record keys is the quickest way to access employee information. However, you can also use the browse function to locate employee information if you are not sure of the employee ID, name, or Social Security Number for the employee record you want. Both record selection methods are described below.

5.4.1. USING RECORD KEYS

You can easily select an employee record by entering a unique key. There are three record keys for each employee:

- Employee ID
- Employee Name
- Social Security Number

To select an employee record, enter one of the above record keys in the appropriate field, using the following formats:

- Employee ID — Enter the nine-digit ID.
- Name — The Name is entered Last Name, First Name(space)Middle Initial (e.g., Online, Oscar A). A comma must be entered after the last name (*Do not use a space after the last name.) The Employee Browse screen, WHO (IBRS), will automatically appear if there is no employee with that name, or if there is more than one employee with the specified name.
• SSN — The nine-digit Social Security Number is entered without hyphens or slashes (e.g., 987654321).

Note: In order to display employee information on the desired data entry screen, it is necessary to enter a valid employee record key and screen function.

5.5. USING THE EMPLOYEE BROWSE SCREEN (WHO)

The Employee Browse screen (WHO) is provided to assist you in locating employee record key data. The Employee Browse screen may be accessed in several ways:
• By entering the function code WHO in the Next Func field on any screen.
• By entering a non-unique or incomplete employee record key.
• By selecting a function without entering an employee record key.

Example of Employee Browse (WHO) Screen.

When the Employee Browse screen is displayed, two methods can be used to select the employee record to be viewed:
1. Ensure that the desired function has been entered in the Next Func field. Position the cursor to the left of the employee information on the list. Press <Enter>.
2. Ensure that the desired function has been entered in the Next Func field. Enter the employee record key in the corresponding key field. Press <Enter>.

5.6. HINTS FOR ACCESSING EMPLOYEE RECORDS
• To bypass the WHO screen, enter a unique employee record key.
• The Employee ID is the fastest way to access the employee record.
• To display the same screen for a different employee, enter a new employee record key.
• To display a different screen for the same employee, enter a new screen function.
• To display a different screen for a different employee, enter a new function code and a new employee record key.

5.7. FAST PATH NAVIGATION

Fast path navigation allows you to move from a screen directly to any other screen, bypassing all other menus.

For example, from the Online Applications Main Menu, MMNU, specify the desired screen by typing the function code in the Next Func field and specifying the employee record by typing either the ID, Name, or SSN in the appropriate entry field. Press <Enter>.

Example of Fast Path Navigation.

6. ONLINE HELP

6.1. OVERVIEW

Help will provide you with general information about each screen and detailed information about each field on a screen.

Note: Since the online Help function is an application independent of OLPPS Inquiry, the screen appearance and the function key assignments are different in Help from those in EDB Inquiry.

There are two types of Help:
1. Screen-Level Help provides three types of information about the screen:
   • Function of the screen, including any special commands available
   • Nature of the information on the screen
   • Translations of any highly abbreviated screen labels used on the screen
Screen-Level Help Window.

2. Field-Level Help provides one or more of the following types of information about the field being displayed:
   - Data element number and name associated with the field being viewed
   - A brief description of the information
   - The format for entry and display of the information
   - The valid values and code interpretation for those values

Field-Level Help Window.

6.2. HELP WINDOW LAYOUT

Help appears in pop-up windows and overlays a portion of the screen being viewed before Help was invoked. Each window has three sections:
   - Header
6.2.1. HEADER SECTION:

The first two lines comprise the header section. This information is used to help identify the window and includes the following:

1. Window Identifier
2. Window Title — The title is a brief descriptive name assigned to the Help window.
3. More (+/–) — “More” indicates if there are additional or previous pages of Help text available.
   - More: (+) Additional pages of information are available.
   - More: (+/–) Previous and additional pages of information are available.
   - More: (+/–) Previous pages of information are available.

6.2.2. BODY SECTION

The body of the Help window is where the variable Help text appears. Help text includes descriptive information about the screen or the field.

6.2.3. FOOTER SECTION

1. Command Line — This is a line which may be used to key in a function key number or to enter Help commands.
2. Function key lines — These lines display an abbreviated description of the use of some of the F keys.

6.3. USING ONLINE HELP

You may select Help by pressing the <F1 Help> key from any screen. Either field-level Help or screen-level Help will be displayed, depending on the position of the cursor on the screen at the time <F1 Help> is pressed.

- Field-level Help is presented when the cursor is positioned on a screen label or on a data field.
- Screen-level Help is presented when the cursor is positioned anywhere on a screen that is not a field label or data field.

Help text will appear in a window on the screen. When a Help window is displayed, the F keys on the bottom of the inquiry screen are not active. Only the F keys associated with the Help function may be used. Online Help F key functions are different from the EDB Inquiry F Key functions.

Help function keys and their corresponding commands are listed in Table 3. To issue a command, use the appropriate Help F key or tab to the Help window Command line and enter the bold character(s) shown.
6.3.1. TABLE 3. HELP FUNCTION KEYS/COMMANDS

<table>
<thead>
<tr>
<th>F Key</th>
<th>Command</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;F1&gt;</td>
<td>Help</td>
<td>Display help for Help.</td>
</tr>
<tr>
<td>&lt;F2&gt;</td>
<td>EX help</td>
<td>Display screen-level help.</td>
</tr>
<tr>
<td>&lt;F3&gt;</td>
<td>eXit</td>
<td>Return to the Payroll/Personnel screen. Find string Find the first occurrence of the specified character string.</td>
</tr>
<tr>
<td>&lt;F5&gt;</td>
<td>FN</td>
<td>Find the next occurrence of the specified character string.</td>
</tr>
<tr>
<td>&lt;F7&gt;</td>
<td>BKw d</td>
<td>Display the previous page of help text.</td>
</tr>
<tr>
<td>&lt;F8&gt;</td>
<td>FWd</td>
<td>Display the next page of help text.</td>
</tr>
<tr>
<td>&lt;F9&gt;</td>
<td>level1</td>
<td>Return to the first help window.</td>
</tr>
<tr>
<td>&lt;F12&gt;</td>
<td>Cancel</td>
<td>Return to the underlying help window.</td>
</tr>
</tbody>
</table>

6.4. HINTS:
• All the F keys displayed on the Help windows are not necessarily available for a given function.
• Because of the limited space on the Help windows, some F keys are not displayed even though the associated function is available.

6.5. F1 - HELP FOR HELP

You may obtain help on Help at any stage of the Help process by pressing <F1> while in any Help window.

6.6. F2 - EXTENDED HELP

Pressing <F2> on any Help window causes screen-level Help for the current application screen to be displayed. The screen-level Help will overlay any other Help windows currently displayed. If you are already viewing Screen-level Help, pressing <F2> will have no effect.

6.7. F3 - EXIT

Pressing <F3> on any Help window causes a return to the Payroll/Personnel Online System screen. It clears all the Help windows off your screen, regardless of how many Help windows are displayed.

6.8. F STRING - FIND (NO F KEY)
The Find command (there is no F key) causes Help to position the list at the first occurrence in the Help text of the specified character string. EnterF string (where string is the character string to be found) on the Command Line of the Help screen. If there is no match to the entered character string, the message ** NOT FOUND ** is displayed at the top of the list.

6.9. F5 - FIND NEXT

Pressing <F5> finds the next occurrence of the character string specified in the previous Find command. A Find command must be entered before <F5> will be enabled. Note: The Find and Find Next commands will invoke a search from the point of the cursor to the end of the data. It will not “wrap” around to the top of the data in its search.

6.10. F7 - BACKWARD

Pressing <F7> displays the previous page of help text. “More: – “ displayed in the upper right of the help window indicates that previous page(s) of information are available.

6.11. F8 - FORWARD

Pressing <F8> displays the next page of help text. “More: + “ displayed in the upper right of the help window indicates that additional page(s) of information are available.

F9 - Level 1

Pressing <F9> returns you to the first help window when more than one help window is displayed.

6.12. F12 - CANCEL

Pressing <F12> on any help window causes a return to the underlying help window; if there is no underlying help window, it causes a return to the Online Payroll/Personnel System screen.
7. SYSTEM MESSAGES

In OLPPS, messages are displayed by the system in response to actions you have taken on a screen.

If you make an error, a system message will alert you that the action you requested is not valid and may provide guidelines on how to proceed.

Messages
If you make an error, a message is displayed to alert you.

Example of an Error Message
8. GLOSSARY

Employee ID Number
The unique number which identifies an individual's employee record.

Employee Record
The set of data relating to an individual that is in the Employee Database (EDB).

F Key
A numbered key on a terminal, Mac or PC keyboard which is defined by the online application to perform a specified action when pressed.

Fastpath Navigation
The method of moving quickly from one screen to another. This is accomplished by entering the function code for the desired function in the Next Function field of any screen being displayed without returning to any menu.

Function Code
A four-character acronym that corresponds to a screen.

Navigation
Navigation is the process of moving between screens and fields. Accomplished through the use of function codes and standard keys, such as F keys.

Record Key
A data element whose value serves as a unique identifier of an employee record.

Scroll
Some of the functions may have more data than can be displayed on one screen. You can scroll backward and forward through the data by pressing the F7 and F8 keys, respectively.

Standard Navigation
The method of moving from one screen to another by selecting the desired function from a menu screen, and returning to the menu screen to select the next function. Example of an Error Message.
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