

Payroll Personnel System UC DAVIS

This overview details the basic usage of the Payroll/Personnel System Inquiry screens used by the University of California, Davis. This system is used at all of the UC campuses for viewing employee payroll and personnel-related data. While there are over 14 menus and 100+ screens in the PPS Inquiry system when you include the historical and payroll record subsystems, this document will only cover a few basic screens to illustrate the navigation between the screens and to include some helpful hints when starting to use PPS.

BACKGROUND

Familiarity with the Inquiry screens is useful for both those who need to view the employee records as well as those who will be updating the employees' records. The navigation between the PPS Entry/Update screens is very similar to PPS Inquiry and the Inquiry screens continue to provide excellent "look-up" capabilities.

In order to use the PPS system, you need to request access with the approval of your department or college and have the telnet software installed on your PC or MacIntosh. For more information about downloading and installing the software, see the Information and Educational Technology Desktop support web site at: <http://desktop.ucdavis.edu/pps.html>. (Also you can optionally install the printing control software. There is more information about printing at the end of this overview.)

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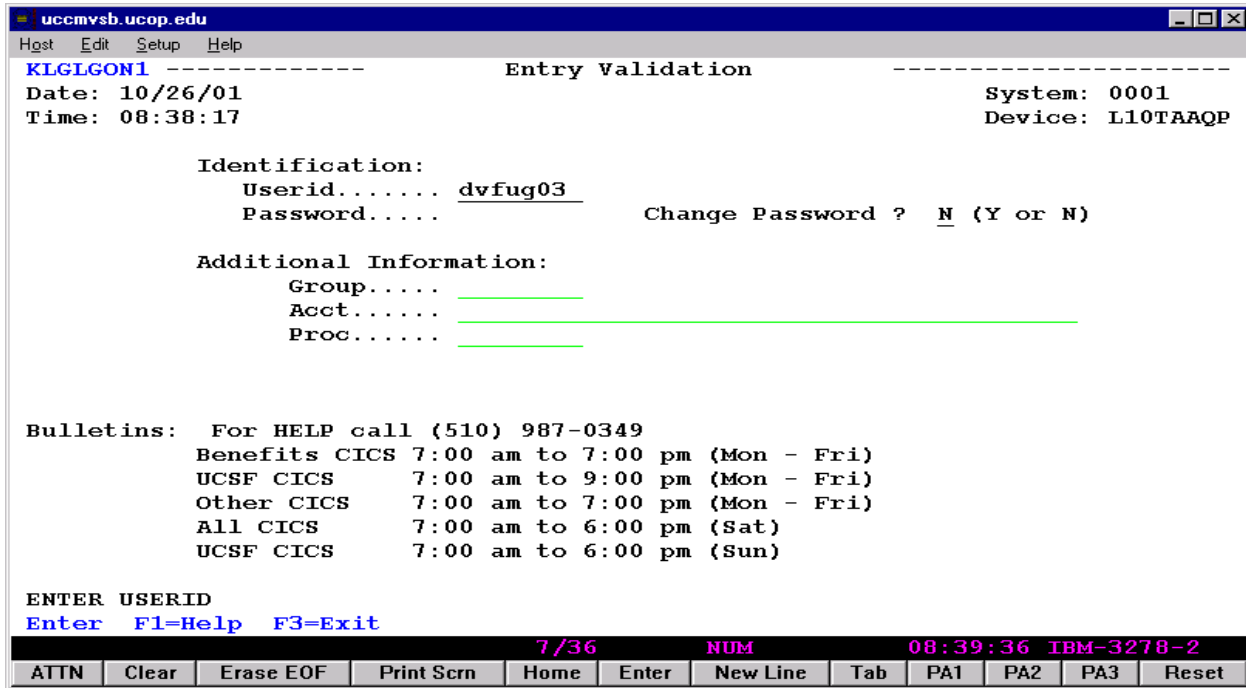
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DEMONSTRATION/WALKTHROUGH OF BASIC SCREENS

Main Login Screen

The first screen that you see when you start up the telnet software is the main log-in screen. The software should already be set to link to the Office of the President system.



- Enter your userid, password and press enter.

HINT: If this is the first time that you are accessing PPS you will have a “one-time use” password. The system will immediately ask you to change your password. You will be prompted with the “change password” pop-up screen that will ask for your new password – twice. Type your new password (5-7 characters including at least 1 number) then tab to the second line and repeat the new password. In the future your password will expire monthly so you will need to change it regularly. The system also remembers your last several passwords so it will not allow you to reuse the same one.

UCOP’s Supersession Menu

Once you’ve logged on, the first menu that comes up is the “Supersession” menu. The UCD payroll/personnel system runs at Office of the President along with several other campuses so you will be presented with an extremely full list of systems.

We only use two of the entries on the menu:

- CICSPAY3 - CICS DAVIS PROD → the production system for UCD/UCDHS
- CICSPP3T - CICS DAVIS TEST → the training/test system for UCD/UCDHS

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HINT: You can customize this menu by deleting all of the entries that you don't need. Type a "D" next to the line that you don't need and press enter. A pop-up screen will ask you to confirm the deleted entry. Press enter again to confirm. You can type the "D" next to several lines at a time and then confirm them one after another. You will only have to go through this process once.

```
uccmysb.ucop.edu
Host Edit Setup Help
-----
Actions Options Commands Features Help
-----
KLSVSEL1          UCCNET CL/Supersession Main Menu          More:
Select sessions with a "/" or an action code.

  Session ID  Description                                Type      Status
  -----
- UCCVM5      UCC VM/ESA SESSION5                          Multi
- CICST       UCC CICS TEST                                Multi
- UCRS        UC Retirement System                          Multi
- CICSDRBF    CICSDRBF Development Region                  Multi      Unavailable
- CICSTPPP    Base payroll CICS                            Multi
- S CICSPAY3    CICS DAVIS PROD                              Multi
- CICSPPP3T   CICS DAVIS TEST                              Multi
- CICSUCRS    CICS UCRS PROD                               Multi

Command ==>
Enter F1=Help F3=Exit F5=Refresh F9=Retrieve F10=Action
14/4          NUM          07:51:37 IBM-3278-2
ATTN Clear Erase EOF Print Scrn Home Enter New Line Tab PA1 PA2 PA3 Reset
```

- Select the production PPS system (CICSPAY3) by either typing an "S" or just placing your cursor in front of the line and pressing enter.

This will bring you to the main menu for PPS.

NOTE: Our example employee , Barbara May Smith from Cooperative Extension, is a fictitious employee created for this overview. The heading of the screens read "DVT", whereas yours will read "DV."

This overview will only cover some of the screens within the Departmental Inquiry menu (IDDB). While this overview does not cover the IPAR (Payroll Audit Record) and history

subsystems (IHDB, IHIS and IHHR); most users have access to their employees' records within these subsystems.

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Main and Departmental Menus

Once you select the production PPS system, you will have access to the Main Menu for the PPS system and its various subsystems.

```

ucmvsb.ucop.edu
Host Edit Setup Help
UCMMNU0-M1325          DVT Online Applicatns      10/26/01 08:41:30
                          Main Menu                          Userid: DVFUG03

- Employee Data Base ----
- IEDB Central Inquiry
- IDDB Departmental Inquiry
- EEDB EDB Entry/Update
- IDOC Employee Documents
- --- Payroll Audit Record ---
- IPAR Inquiry
- IDPR Departmental Inquiry
- ---- History Data Base ----
- IHDB Record Inquiry/Update
- IHIS Personnel History
- IHHR History Documents
- IHTX Tax Withholding

-- Employment Verification
_ IVER Verification
Next Func: iddb ID:      Name:      SSN:

====>
F: 1-Help          4-Print
F:                12-Exit

20/22      NUM      08:42:17 IBM-3278-2
ATTN Clear Erase EOF Print Scrn Home Enter New Line Tab PA1 PA2 PA3 Reset
  
```

All of the menus and screens below this one are based on a 4-character ID, so once you have memorized the 4-character identification of the screen that you want, you can go directly to the menu or screen of your choice. The IDDB menu includes all of the screens used by departments and dean's offices to access basic employee information.

- In order to move to the next menu, type IDDB in the Next Func: and press enter.

```

ucmvsb.ucop.edu
Host Edit Setup Help
UCFMNU0-M0795          DVT EDB Inquiry          10/26/01 10:57:53
                          Departmental Menu          Userid: DVFUG03

- IGEN General Information 1
- IGNL General Information 2
- IAPS Appointment Summary
- IAPP Appointment/Distribution
- IDED Deductions - Departmental
- IHRS Hours on Pay Status
- IINS Insurance - Departmental
- IRET Retirement/Savings-Department
- IPER Personal Data
- IALN Alien Information
- ILAH Leave Accrual History
- IBND US Savings Bonds
- INBI Summary of Current EDB Balance
- IFBD Future Enrollments-Department
- ITAX W-4/DE4 Tax Withholding

- WHO Employee Browse
- PRNT Printer Selection
- IFNA Financial Aid
- IFNW Work Study
- ILOF Layoff Data
- IMEM Membership Data
- IUUCI University Contribution Ind
- ILSC Layoff Seniority Credit
- ILCD License/Certificate
- IADD Employee Address Data

Next Func: igen ID:      Name: smith,b      SSN:

====>
F: 1-Help          3-PrevMenu 4-Print
F:                9-MainMenu      12-Exit

20/45      NUM      10:58:54 IBM-3278-2
ATTN Clear Erase EOF Print Scrn Home Enter New Line Tab PA1 PA2 PA3 Reset
  
```

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- You can select any of the screens by entering the 4-character identifier in the NEXT FUNC line and then entering the employee's ID, Name or SSN. Then press enter.

WHO Screen

If you do not enter a distinct enough employee name, the system will bring up the Employee Browse (WHO) screen so you can pick the correct employee. The WHO screen shows all current and recently separated employees at the campus and hospital system.

HINT: You can scroll through the list using the Function keys: F7 scrolls back and F8 scrolls forward.

```
uccmvsb.ucop.edu
Host Edit Setup Help
PPWHO0-0951          DVT EDB Inquiry      10/26/01 15:17:51
                    Employee Browse      Userid: DVFUG03

ENTERED: ID:          Name: SMITH, B          SSN:
  ID      Name      Dept
  ---      ---      ---
  130690134 SMITH, BARBARA UCDMC
  601585250 SMITH, BARBARA F SERV INTL STDT
  490198819 SMITH, BARBARA HOPE UCDMC
  S 491477535 SMITH, BARBARA MAY COOP EXT
  321801524 SMITH, BERNADINE ANTOINETTE INT AUDIT
  374882025 SMITH, BRADFORD P VM MED & EPM
  913214672 SMITH, BRANDON J ELECT & COMP EN
  510450745 SMITH, BRENDA FIN AID
  652745662 SMITH, BRENDA TEMP EMP SVCS
  353235856 SMITH, BRETT R. VM PATH
  976998179 SMITH, BRIAN K SOM-MAP
  791959117 SMITH, C F SOM-STAFF
  123356461 SMITH, CAROL A ANTHRO
  864529235 SMITH, CAROL A UCDMC
  548841659 SMITH, CHERYL ECO HLTH RES

Next Func: IGEN ID: _____ Name: _____ SSN: _____

====>
F: 1-Help          3-PrevMenu      4-Print
F: 7-Backward     8-Forward       9-Jump          12-Exit
                        8/4          NUM          15:20:23 IBM-3278-2
ATTN | Clear | Erase EOF | Print Scrn | Home | Enter | New Line | Tab | PA1 | PA2 | PA3 | Reset
```

- To select the correct employee, use the arrow key or tab key to move the cursor () to the front of the line which your employee is on. Then press enter or you can type an "S" and then press enter.

While you will only have access to those employees within your school, department or group of departments that you have been granted access to, the WHO screen will show you all of the employees. Selecting someone from another department will return the message "P00015 Not Authorized to see data for selected employee id" and the screen will wait for you to select another employee.

Conversely, if an employee is split-funded between your department and another; both you and the other department will be able to view that employee's records.

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```

+-----+
| uccmvsb.ucop.edu                               |
| Host Edit Setup Help                           |
| PPIGEN0-I1302                                |
| 10/30/01 09:22:52                            |
| ID: 491477535 Name: SMITH, BARBARA MAY       |
| Hm Dept: 065000 COOP EXT                      |
| Alt-Dpt:                                       |
| Gen No      : 0028      Date of Hire         : 08/23/91  Lst Day on Pay:
| Date of Birth : 04/01/50 Citizen             :          Separation      :
| Sex           : F       Visa Type            :          Sep Rsn/Dest     :
| Ethnic ID    : F       Work Perm End Date    :          Antcptd Ret Dt   :
| Veteran Status: N/ /N   U.S. Date of Entry  :          LOA Beg         :
|                               I-9 Date       : 08/23/91 LOA Return      :
| Disab Status : N       Oath Signature Date  : 08/23/91 LOA Type       :
| Std St/Units : 1/     PIN Signature Date   : 04/01/97 Nx Sal Rev     : 10/01
| UI Code      : C       Fed Tx Marit/Allw    : M 000   Nx Sal Rev Typ: 2
| Retirement   : U       Fed Tax Max         : 999     EREL/ERL/EUC   : E/CX/CX
| FICA Elig Cd : E       Calif Tx Marit/Pers: M 000   EREP/ESH/EDUC : C/ /
| Asgn/Drv BELI : 1/1   Calif Tx Item       : 000   Other St Name   :
| Pay Disp     : 8       Calif Max           : 999   Other St CA Res  :
| APUC        :         Pr ID                :         Pr Name: SMITH, BARBARA M
| Next Func: ialn ID: _____ Name: _____ SSN: _____
|
|====>
| F: 1-Help      2-Browse    3-PrevMenu  4-Print
| F:              9-MainMenu                                12-Exit
|
|-----+-----+-----+-----+-----+-----+-----+-----+-----+
| ATTN | Clear | Erase EOF | Print Scrn | Home | Enter | New Line | Tab | PA1 | PA2 | PA3 | Reset
|-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

IGEN General Information

The IGEN screen is the General Information 1 screen. Each screen is identified by the 4-character name in the top left corner (PPIGEN0).

Each screen has a top section that contains basic information about the employee (first 2 lines of the screen). It shows that Barbara May Smith is actively employed in the Cooperative Extension department and is paid on the monthly (PRI PAY: MO) cycle.

For more information about the values of the different fields, put the cursor over the value of the field and press the F1 HELP key. (The pop-up window for citizenship includes translations of all the field values. The “more” message in the top right corner of the window indicates that additional pages of translations follow. When you are done with the translation, you can press F3 to exit the help window.)

```

+-----+
| EDB0109      CITIZENSHIP STATUS CODE - EDB
|
| DRAFT: 10/12/99 "CITIZENSHIP STATUS CODE-EDB"
|
| Description:  Code indicating an individual's
|               citizenship status with respect to the
|               United States.
|
| Format:       N/A
| Code Interpr.: C - U.S. Citizen
|               R - Resident Alien
|               N - Non-resident Alien, wages
|               subject to withholding tax;
|
| COMMAND ==>
| F1=Help  F2=EX help  F3=exit  F4=copy  F6=move  F7=BKwd
| F8=FWd   F12=Cancel
|
+-----+

```

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HINT: The function keys will assist you in maneuvering through the different screens. Function key F2 will return you to the WHO screen to browse for a different employee and Function key F3 will return you to the previous menu. The function keys will appear and disappear as their functionality is needed.

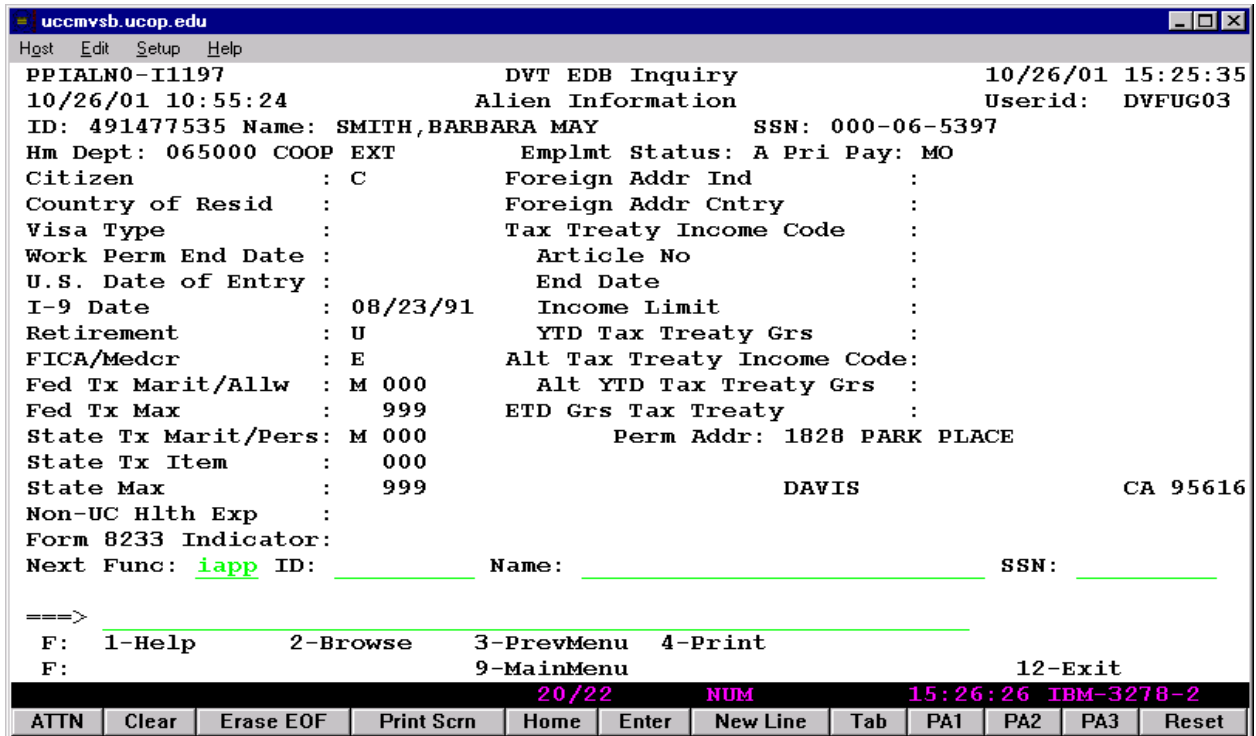
If you wish to continue reviewing the same employee's records, it is not necessary to retype either the name or id; simply type the 4-character screen name in the FUNC: field. Similarly, if you wish to use the same screen on many employees, you only have to retype the employee's name or id and not the screen name.

IALN Alien Information

Move to the next screen of data on Barbara May Smith – the IALN or Alien Information.

- Type IALN in the NEXT FUNC: field and press enter.

While Barbara is not a resident alien employee, the IALN screen includes the tax and the employee's address.



Next, there are several screens available for displaying the employee's job appointment and pay distribution data.

IAPS – Appointment Summary screen: Shows basic job title, beginning and ending dates and salary for multiple appointments.

IAPP – Appointment/Distribution screen shows both the job appointment and its related payroll distributions (funding) in a detailed format with one appointment per page.

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IAPT – Appointment/Distribution screen shows the same information as the IAPP screen but in compact form.

IAPP Appointment/Distribution (detailed)

If you are only interested in the basic information (job title, beginning and ending dates, salary) about an employee’s appointment(s), the IAPS – Appointment Summary is the best. Our example will look at the appointments and distributions using both the IAPP and IAPT screens.

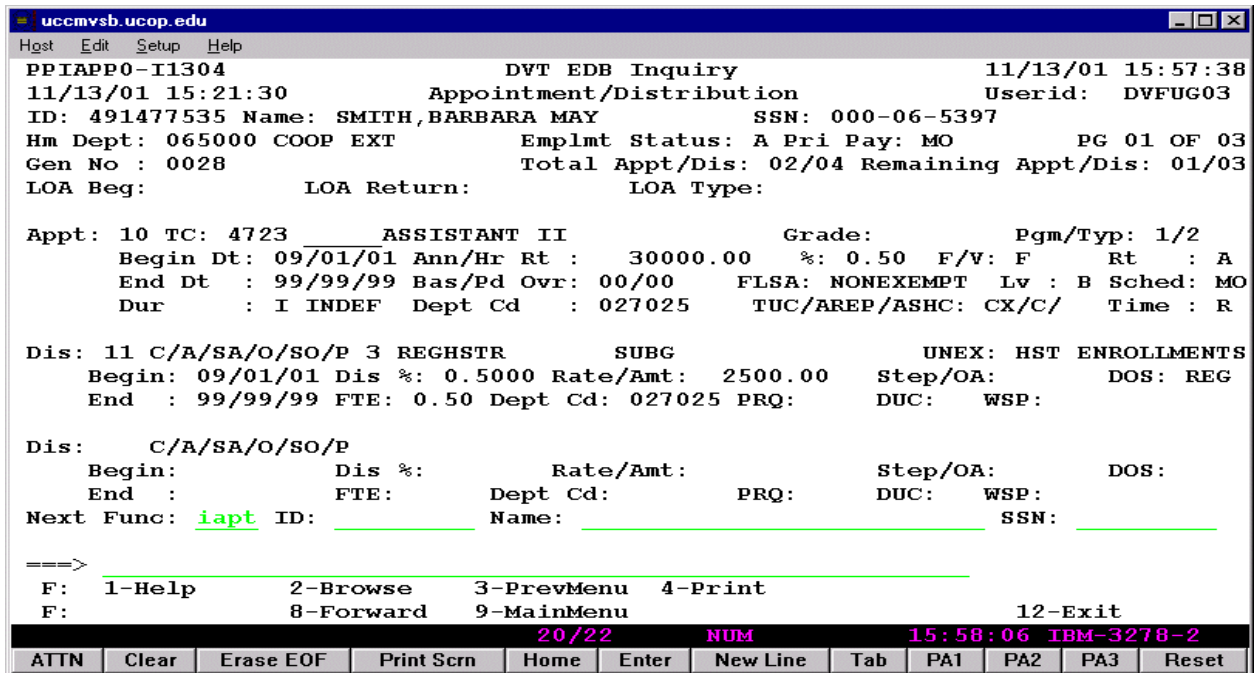
- Enter IAPP in the Next Func: field and press enter.

The “PG 01 OF 03” message in the top right hand corner of the screen indicates that Barbara May Smith has additional pages of appointments and distributions. There is a “Total” entry that indicates that she has 2 appointments with a combined count of 4 payroll or funding distributions.

One of the advantages of the IAPP screen is that the name of the account funding the job appointment is included: account 3/REGHSTR is for UNEX: HST Enrollments.

IAPT Appointment/Distribution (compact)

Now look at the IAPT screen - the same Appointment and Distribution data is presented in compact form with less field descriptions. This is the preferred screen for viewing the employees job appointment and the related funding. (This screen was originally part of the Central Office menu so it doesn’t appear on the Departmental Menu but it one of the most used PPS Inquiry screens by both central offices and departments.)



The IAPT screen shows one job appointment and its related pay distributions. Barbara has multiple job appointments – this is indicated by the “page 01 of 02” message on the right side of the screen header. The Function Key F8 (forward) is also displayed on the screen.

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Barbara's appointment as a __ Assistant II is actually split between two different departments and funded from each of their separate funding sources. Her primary or administrative department (as shown in the screen header and on the IGEN screen) is 065000 – Cooperative Extension. Her appointment 10 is a 50% appointment in department 027025 – University Extension that began September 1, 2001 and runs indefinitely (Duration = "I" and an ending date of 99/99/99.) The PPS security is set so that both departments are able to see Barbara's records.

```
uccmvsb.ucop.edu
Host Edit Setup Help
PPIAPT0-I1304          DVT EDB Inquiry          11/13/01 16:01:34
11/13/01 15:21:30    Appointment/Distribution Cmpct  Userid: DVFUG03
ID: 491477535 Name: SMITH, BARBARA MAY      SSN: 000-06-5397
Hm Dept: 065000 COOP EXT      Emplmt Status: A Pri Pay: MO      PG 01 OF 02
Gen No : 0028                Total Appt/Dis: 02/04 Remaining Appt/Dis: 01/03
LOA Beg:                    LOA Return:                    LOA Type:
Appt: 10 TC: 4723          ASSISTANT II          Grade:          Pgm/Typ: 1/2
  Begin Dt: 09/01/01 Ann/Hr Rt : 30000.00 %: 0.50 F/V: F      Rt : A
  End Dt : 99/99/99 Bas/Pd Ovr: 00/00 FLSA: NONEXEMPT Lv : B  Sched: MO
  Dur : I INDEF Dept Cd : 027025 TUC/AREP/ASHC: CX/C/      Time : R
Dis No. C Account Sub-A Obj S-O Prj
FTE Dis % Pay Beg Pay End Rate/Amt DOS St/OA PRQ D W
11 3 REGHSTR SUBG
0.50 0.5000 09/01/01 99/99/99 2500.00 REG

Next Func: _____ ID: _____ Name: _____ SSN: _____

==>
F: 1-Help 2-Browse 3-PrevMenu 4-Print
F: 8-Forward 9-MainMenu 12-Exit
20/13 NUM 16:01:34 IBM-3278-2
ATTN Clear Erase EOF Print Scrn Home Enter New Line Tab PA1 PA2 PA3 Reset
```

In order to see remainder of her Appointment information,

- press Function key F8 – Forward.

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```

uccmysb.ucop.edu
Hgst Edit Setup Help
PPIAPT0-I1304          DVT EDB Inquiry          11/13/01 16:03:12
11/13/01 15:21:30      Appointment/Distribution Cmpct      Userid: DVFUG03
ID: 491477535 Name: SMITH, BARBARA MAY      SSN: 000-06-5397
Hm Dept: 065000 COOP EXT      Emplmt Status: A Pri Pay: MO      PG 02 OF 02
Gen No : 0028              Total Appt/Dis: 02/04 Remaining Appt/Dis: 00/00
LOA Beg:              LOA Return:              LOA Type:
Appt: 20 TC: 4723      ASSISTANT II          Grade:          Pgm/Typ: 1/2
Begin Dt: 09/01/01 Ann/Hr Rt : 30000.00 %: 0.50 F/V: F      Rt : A
End Dt : 99/99/99 Bas/Pd Ovr: 00/00      FLSA: NONEXEMPT Lv : B      Sched: MO
Dur : I INDEF Dept Cd : 030087          TUC/AREP/ASHC: CX/C/      Time : R
Dis No.  C Account Sub-A Obj S-O Prj
FTE  Dis %  Pay Beg  Pay End  Rate/Amt  DOS  St/OA  PRQ  D  W
21    3 AAUGAA PAYPL SUBS      GRA
0.30  0.5000  09/01/01  12/31/01  2500.00  REG  5.5/
22    3 AAUGAA      SUBS      GRA
0.20  0.5000  09/01/01  12/31/01  2500.00  REG  5.5/
23    3 AAUGAA      SUBS      GRA
0.50  1.0000  01/01/02  99/99/99  2600.00  REG  6.0/

Next Func: ihrs ID: █ Name: _____ SSN: _____

====>
F: 1-Help      2-Browse      3-PrevMenu    4-Print
F: 7-Backward      9-MainMenu          12-Exit

20/22      NUM      16:03:11 IBM-3278-2
ATTN  Clear  Erase EOF  Print Scrn  Home  Enter  New Line  Tab  PA1  PA2  PA3  Reset
  
```

Note the “PG 02 of 02” message on the right side of the header indicating that this is the last page of Barbara’s appointments. A “backward” function key appears at the bottom of the screen and the “forward” function key no longer appears.

Barbara’s other half-time ___ Assistant II position is funded by two different funding sources. Then at the beginning of the year, it changes to a single funding source with a pay increase.

IHRS Hours on Pay Status/Leave Balances

The Hours on Pay Status/Leave Balances screen (IHRS) has several important pieces of employee information.

- Enter IHRS in the Next Func: field and press enter.

The IHRS screen is very helpful in monitoring hours accrued (sick leave, vacation and comp time) balances. The current month’s “Hours on Pay Status” total is identified by the asterisk. These totals are reused each year without being cleared out. So, the August total is from the current year (2001) while the October total is from the prior year (2000).

The YTD totals are the calendar year-to-date which are used at year-end on the W2s. These totals are cleared each year so the YTD totals are for the current calendar year. If you need to see the data from the prior year that was used for the W2, tab down to the arrow line (====>), type EDBB and press the enter key. The “B” version of the Employee Data Base (EDB) is the year-end copy of the employees’ records used for the W2s. “EDBB” will be shown on the top left of the screen. To return to the current data, return to the arrow line, type EDDB and press the enter key. The “A” version of the data is the current copy. It is also assumed that this version is the one used regularly, so there is no “EDDB” message in the top left side of the screen header.

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```
uucmvsb.ucop.edu
Host Edit Setup Help
PPIHRS0-I0930          DVT EDB Inquiry          10/30/01 09:25:42
10/30/01 09:22:52      Hours on Pay Status      Userid: DVFUG03
ID: 491477535 Name: SMITH, BARBARA MAY      SSN: 000-06-5397
Hm Dept: 065000 COOP EXT      Emplmt Status: A Pri Pay: MO

Hours on Pay Status:  Curr Mnth:      .00
Jan:   184.00      Jul:   176.00
Feb:   160.00      Aug:   184.00      YTD Tot Hrs   :   1568.00
Mar:   176.00      * Sep:  168.00      YTD Reg Hrs   :   1483.75
Apr:   168.00      Oct:   176.00      YTD OT Hrs    :    45.50
May:   184.00      Nov:   176.00      YTD NonWk Hrs:    84.25
Jun:   168.00      Dec:   168.00      Avg Hr/Wk     :    40.00
                                      Prior Service Mths :    0
Lv Accr Hrs:      Balance      Maximum      Empl Service Credit: 120
Vacation          211.419340      240.00      From Date       : 08/91
Sick Leave        736.042579
Compensatory      .75
Paid Time Off     .000000

Next Func: prnt ID: _____ Name: _____ SSN: _____

====>
F:  1-Help      2-Browse      3-PrevMenu    4-Print
F:  9-MainMenu      12-Exit

20/22      NUM      09:26:21 IBM-3278-2
ATTN  Clear  Erase EOF  Print Scrn  Home  Enter  New Line  Tab  PA1  PA2  PA3  Reset
```

PRNT Printing from PPS

Prior to printing anything from PPS, you must set up PPS so that it recognizes your printer. This is done using the PRNT screen. Once you have set this up, you should only have to change the PRNT screen if your office's network changes or you re-install PPS.

- Type PRNT in the Next Func: field and press enter.

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```
uccmvsb.ucop.edu
Host Edit Setup Help
UCPRNT0-E0943          DVT System Admin          10/30/01 09:27:17
Printer Selection      Userid: DVFUG03

To select a printer, place the cursor on the appropriate line and press Enter

Selected      Number of Copies: 01 (Default is 1)
Printer      Printer ID      Description
-----
--          DVPAY1          DV PAYROLL OFFICE #1
--          DVPAY2          DV PAYROLL OFFICE #2
--          DVPAY3          DV PAYROLL OFFICE #3
--          DVPAY4          DV PAYROLL OFFICE #4
--          S3A1           UCOP SCI 3RD FLR A1
--          S3A2           UCOP SCI 3RD FLR A2
--          S3B1           UCOP SCI 3RD FLR B1
--
--          S          LPR1           printer@128.120.94.102
--          LPR2           text@169.237.11.143

Next Func:
U0007 Update process complete
====>
F: 1-Help          3-Return      4-Print      5-Update
F:                9-Jump

6/34          NUM          09:27:25 IBM-3278-2
ATTN Clear Erase EOF Print Scrn Home Enter New Line Tab PA1 PA2 PA3 Reset
```

You can set up software on your PC or Mac that will act as a print queue or send your print screens (generated by F4-Print) or IDOCS directly to the printer.

For those using a PC, you can install the RPM printer daemon software when you initially set up the telnet software.

If you will be printing regularly, you will want the RPM software to start-up automatically each morning, so you will reply “yes” to the prompt whether you want to add this to your start-up menu.

- Once the software is installed, log into PPS and go to the PRNT screen.
- On either of the two LPR lines, enter the word “printer” and (@) your PC’s IP address.
- Press F5 to update
- Press F3 to return to the other PPS screens.

The “S” indicates the line is “selected”. When you either print a screen using the F4 key or when you print an IDOC (inquiry report menu), your page will be sent to this RPM software on your PC acting like a print queue. If your printer is on the network and has its own IP address, you can send your IDOCs or print screens directly to the printer. In that case enter the word “text” instead of “printer” and (@) the networked printer’s IP address (like the LPR2 example). You then do not need to install or run RPM.

Many departments are using this second method, however there are some concerns. **If your printer goes off-line** (i.e. runs out of paper or is back-logged with print jobs), **it can cause a back-up of all PPS printing at Office of the President – for the whole campus and medical center.** This happens because the IBM system running PPS treats each print job one-at-a-time. A back-log on

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your networked printer will fill your printer's queue and then the PPS system has to wait until it can send the output before moving on to the next PPS user's print request.

For those using a Mac, the only difference is that your printer daemon software is called "Intersolv" and it is available from the IET Desktop group.

- On either of the two LPR lines, enter the word "lp" and (@) your Mac's IP address.
- Press F5 update
- Press F3 to return to the other PPS screens.

The "S" indicates the line is "selected". When you either print a screen using the F4 key or when you print an IDOC (inquiry report menu), it will be sent to this Intersolv software running on your Mac that acts like a print queue. If your printer is on the network and has its own IP address, you too can print directly to the printer. See instructions and concerns above.

More information about the printing software is available at the IET Desktop web site:

<http://desktop.ucdavis.edu/pps/pcprint.html>

LOGGING OFF

The F12 key will exit you from the PPS menu and return you to the "Supersession" Menu. The F3 key will exit you from that menu. A pop-up screen will confirm your exit – pressing the enter key will confirm that decision.

It is not a good idea to close the screens by using the "X" the top right corner of your telnet window. That actually does not end your PPS menu but leaves your link to PPS sitting open or "active".

Payroll/Personnel System (PPS) Inquiry Overview

GLOSSARY

APPT	Appointment. Part of the employee's current employment records which show the job title, which the employee was appointed to.
COA	Chart of Accounts.
DIST	Distribution. Part of the employee's current employment record, which shows the funds which the pay is distributed across.
DOS	Description of Service. How pay and time are classified. I.e. 'REG' – regular pay. Not all DOS codes are used in PPS, some are just in the pay cycle like 'VLA' – accrued vacation.
EDB	Employee Data Base. Often the Inquiry screens within PPS are referred to as "EDB Inquiry".
ENTRY/UPDATE	A short-hand reference to the on-line PPS Entry/Update screens.
FAU	Full Accounting Unit
IDOC	The menu name for the printing of an Employee's payroll information. It has also become a short-hand reference for the paperwork that replaced the PAF for validating where an employee works.
INTERSOLV	The short-hand reference to the software used to route print jobs (screen prints or IDOCs) to your network printer in the MacIntosh environment.
OPTRS	On-line Payroll Time Reporting System. Part of PPS. Additional training is required before you can be granted access to update employees' on-line time records.
PAF	Personnel Action Form. This paper form was made obsolete by the on-line PPS system. It ceased to be used 12/31/1999 however some people refer to PAF when verifying employment however we now use the IDOC.
PAN	Post Authorization Notification. Part of the PPS Entry/Update system. It is the method for tracking significant changes to the employee's records.

Payroll/Personnel System (PPS) Inquiry Overview

PPS	Payroll/Personnel System. A generic term for the inquiry and update payroll and personnel system. History and time reporting subsystems are also part of the system. It is used by all UC campuses and it is run at Office of the President for our campus and medical center.
PPS DS	PPS Decision Support. A web-based reporting tool using the local PPS Data Warehouse. More information can be found at the web site: http://payweb.ucdavis.edu/ .
RPM	Rapid Print Manager. The software used to route print jobs (screen prints or IDOCs) to your network printer in the PC environment.
TN3270	Telnet 3270. The software on your PC or MacIntosh to communicate with the IBM mainframe in Oakland where PPS runs. The most popular versions are the Queens TN3270 for the PC and Browns University TN3270 for the MacIntosh.
UCOP	University of California Office of the President. Also referred to as “OP” or “Office of the President”. The PPS system for UC Davis runs at the Office of the President in Oakland.

Payroll/Personnel System (PPS) Inquiry Overview

ADDITIONAL HELP:

Email assistance

A pair of Email listservs for supporting PPS Entry/Update and Online Time Reporting System (OPTRS) – pps@ucdavis.edu and optrs@ucdavis.edu. If you have update capabilities in PPS, you will automatically be signed up for the PPS list and if you have OPTRS access, you will be on that list. There is an additional list, pps-info@ucdavis.edu, that all PPS inquiry users or technical staff who support PPS users are encouraged to sign up for. All three of these lists are used by the central offices to announce any system changes, deadlines, answer questions or other information important to the Payroll/Personnel System. As most PPS-related notes will be simultaneously sent to all three lists, it is not necessary to sign up for the pps-info list if you are also a PPS Entry/Update or OPTRS user.

To sign up for the optional PPS-INFO, send an Email to listproc@ucdavis.edu with a line: SUBSCRIBE PPS yourname (i.e. SUBSCRIBE PPS-INFO Josie Smith) or you can go to the UCD Listserv web site (<http://listproc.ucdavis.edu/listproc/>) and select “Manage your mailing list subscriptions.

If you have any questions or need password changes, send an Email to the PPS Administrative Assistant at: pps-adminasst@ucdavis.edu.

Classes

Classes are offered through Staff Development for the PPS Entry/Update and OPTRS systems. Please see the Payroll/Personnel directory on the Staff Development web site: <http://sdps.ucdavis.edu/online.htm>.

PPS Manual and Helpful Hints

The Human Resources PPS web site (<http://www.hr.ucdavis.edu/Administration/PPS>) has a link to download the PPS Manual – <http://hr.ucdavis.edu/ppsmanual/>. There is also a link on the PPS web site for Helpful Hints and Frequently-Asked Questions (FAQs). Most of these notes were distributed to the PPS users via the Email listserv and then added to the Helpful Hints for later reference.

Departmental and Central Office Contacts

Each college/division has identified a contact for PPS questions and access issues. Their names can be found on the PPS Campus Advisors web page on the Human Resources web site under PPS Campus Advisors. http://www.hr.ucdavis.edu/Administration/PPS/Campus_Advisors There is also a list of central office staff available to answer PPS questions. This list is also on the PPS web site at: http://www.hr.ucdavis.edu/Administration/PPS/Help_Resources.