

# **Department of Veterans Affairs**

## **Personnel and Accounting Integrated Data (PAID)**

### **User Manual**



**Version 4.0**

**March 2018**

**Department of Veterans Affairs  
Office of Information and Technology (OIT)  
Product Development**



# Preface

This manual is designed as a reference guide for Payroll supervisors, Payroll clerks, timekeepers, Time and Leave Unit supervisors, and overtime approving officials who will be using the Decentralized Hospital Computer Program (DHCP) Personnel and Accounting Integrated Data (PAID) package for the recording of payroll data. In fact, any employee with access to the DHCP system may use this package to make leave requests or view their own leave balances. The manual provides the users with the information necessary to view, enter, and edit time and attendance report data. The purpose of the time and attendance (T&A) portion of the software is to collect process and transmit data necessary to pay employees. The package allows all time and attendance report data to be posted via a terminal and applies coded payroll rules to "decompose" this posted data into an 8B record for transmission to the Austin Automation Center (AAC). The target audience includes all employees since any employee may have access to the station's DHCP system and can make an electronic leave request. The hard copy time and attendance report has been eliminated.

The package includes a continuously updated employee master record database. Payroll and Personnel users are the target audience for this database. They are able to view, but not change this data. Employee master record data from the AAC is stored at the station and updated regularly. The purpose, scope and target audience for this portion of the software remains the same. The employee master record database rather than a biweekly 8B download is used to create a time and attendance report stub record.

The Education Tracking module documents employee and student participation at mandatory inservices, continuing education programs, ward inservices, and miscellaneous employee training. It has been designed for the Veterans Affairs' Decentralized Hospital Computer Program (DHCP) to eliminate DHCP Class III education programs used in the Department of Veterans Affairs (DVA) facilities. This software can be implemented by all hospital services and although all service data is stored in a centralized database, no service can read another service's records without the appropriate level of user access. This access is restricted through the use of software keys.

## Table of Contents

Preface .....	3
Section 1: Time and Attendance (T&A) .....	12
Overview.....	15
Package Operation.....	16
Chapter 1. Package Management .....	17
Edit Electronic Signature Codes .....	18
Using Screens for Data Entry.....	19
Display/Edit Area .....	20
Command Area.....	21
Pop-up Pages.....	21
Chapter 2. Employee Menu.....	22
Leave Request.....	23
Leave Balances .....	24
Display Leave Requests .....	25
Cancel Leave Request .....	26
Service Record Screen .....	27
Display Pay Period.....	29
Self Registration Enter/Edit .....	30
Edit Leave Request .....	32
Display Leave Used.....	33
Review FY Recess for 9 Month AWS Employee .....	34
Chapter 3. Payroll Main Menu .....	37
PayPeriod Exceptions.....	38
Display Employee Pay Period.....	39
Return Record to Timekeeper .....	40
Display Employee Entitlements.....	41
Post Miscellaneous Data.....	42
Tour of Duty Management .....	45
Display Tour of Duty .....	46
List Tours by T&L.....	48
T&L Management.....	50
Display T&L Unit.....	51
Daily T&L List.....	52
List Prior Pay Period Exceptions.....	53
Create Employee Record for Pay Period.....	55

Employee Inquiry Menu .....	56
Print Employee Entries .....	57
Search Employee Entries .....	60
Employee Inquiry .....	63
Payrun Data Inquiry .....	65
Update PAID Codes (General Updates) .....	66
Update PAID Codes (Telework Indicators) .....	67
List/Clear Prior Pay Period Corrections .....	69
Change Employee T&L Unit .....	70
List Un-Certified Employees .....	71
Clear Prior Pay Period Exceptions .....	72
List Leave Requests .....	73
List OT/CT Requests .....	74
Display Complete Request/Pay Period Records .....	75
Display Leave Request .....	76
Display OT/CT Request .....	77
Display Environmental Differential Request .....	78
Display Pay Period for Employee .....	79
Employee Reports .....	80
Expenditures .....	81
Employee Overtime/Comp Time Report .....	82
Employee Prior Pay Period Adjustments .....	83
Employee Leave Used .....	85
PAID T&L Report .....	86
Review FY Recess for 9 Month AWS Employee .....	87
Display Employee Tour Hours .....	90
Chapter 4. Payroll Supervisor Menu .....	92
Open Next Pay Period .....	93
Un-Reviewed Employees (All T&Ls) .....	94
8B Edit Checks .....	95
Transmit 8B Data to Austin .....	96
Transmission History .....	97
Payroll Table Maintenance .....	98
Display Special Tour Indicator .....	99
Display Type of Time Table .....	100
Display Time Remarks .....	101
Display Entitlement Table .....	102

Enter/Edit Tour of Duty .....	104
Special Tour Indicators.....	117
Enter/Edit T&L Unit.....	119
Set Holiday Benefit Day .....	121
List Supervisors Certified by a T&L.....	122
Payroll Main Menu.....	123
Chapter 5. T&A Supervisor Menu.....	124
Supervisory Approvals.....	125
Pay Period Certification .....	128
List Leave Requests.....	130
Employee Leave Balances.....	131
Display OT/CT Requests .....	132
List Daily Exceptions.....	133
Display Pay Period Exceptions .....	134
Display Employee Tour of Duty .....	135
List Environment Diff. Requests.....	139
List Un-Certified Employees.....	140
List Prior Pay Period Exceptions.....	141
Employee Reports.....	142
Expenditures .....	143
Employee Overtime/CompTime Report (OT/CT) .....	144
Employee Prior Pay Period Adjustments.....	145
Employee Leave Reports .....	147
Employee Leave Used .....	148
Employee Leave Requested.....	149
Employee Leave Pattern .....	150
Review FY Recess for 9 Month AWS Employee .....	152
Display Employee Tour Hours .....	155
Chapter 6. T&A OT/Supervisor Menu.....	157
Approve OT/CT.....	158
Chapter 7. Timekeeper Main Menu .....	159
Post Employee Time.....	160
Post Scheduled Tour of Duty.....	161
Post Leave .....	162
A) Leave for the Entire Day.....	165
B) Leave for Part of the Day.....	167
C) Leave During the Middle of the Day Which Includes Meal Time.....	169

D) Combining Different Types of Leave in One Day .....	171
E) Leave for Family Care and Bereavement, and Leave for Adoption .....	173
F) Donor Leave .....	175
Post OT/CT & Unscheduled Time.....	177
Post Baylor Plan .....	181
Post 9 Month AWS Employee .....	182
Post 36/40 AWS Plan .....	183
Post for Holidays .....	184
Post for Daylight Savings Time .....	190
Post Timefor Doctors (Full Time & Part Time).....	191
List Daily Exceptions .....	192
Display Pay Period Exceptions .....	193
Employee Data.....	194
Display Posted Data.....	195
Display Employee Pay Period.....	196
Display Employee Tour of Duty .....	197
Enter/Edit Employee Tour of Duty .....	198
Employee Leave Balances .....	204
Recess Enter/Edit for 9 Month AWS.....	205
Available Actions .....	205
The ListManager.....	207
Display Employee Tour Hours .....	212
List Leave Requests .....	214
Display OT/CT Requests .....	215
Enter OT/CT Request .....	216
Cancel OT Request .....	217
Daily T&L List .....	218
List Tours by T&L.....	219
Daily T&L List .....	220
Prior Pay Period Adjustments.....	221
Posting/Tour Change .....	222
Environmental Differential .....	224
VCS Commission Sales.....	225
Envir. Diff./VCS Sales .....	227
List Environment Diff. Requests .....	228
Envir. Diff. Request .....	229
Cancel Envir. Diff. Request.....	230

Post VCS Commission Sales.....	231
List Un-Certified Employees.....	233
Edit OT/CT Request.....	234
Chapter 8. Employee Inquiry/Reports Menu .....	235
Print Employee Entries .....	236
Search Employee Entries.....	237
Ad Hoc Report Generator .....	238
Basic Employee Fields .....	239
Title 38 Employee Fields.....	242
Physician & Dentist Fields.....	243
Followup Code Fields.....	244
Employee Inquiry .....	245
Update PAID Codes.....	246
Enter/Edit Cost Center/Organization file.....	247
Compile/Print Strength Report .....	248
Print Strength Report.....	256
Review FY Recess for 9 Month AWS Employee .....	257
Glossary .....	260
Section 2. Education Tracking .....	264
Chapter 1. Package Management.....	265
Chapter 2: IRM and Package Set-up Menus .....	284
Chapter 3: Enter Edit Class Information.....	312
Chapter 4: Class Registration .....	351
Chapter 5: Attendance at Programs .....	359
Chapter 6: Reports .....	386
Glossary .....	414
Appendix A: Supplemental Information for Part-time Physicians (Patch PRS*4.0*93) .....	422
Appendix B: Upgrade ETA For Telework (Increment 1-Comp Time Expiration Updates) (Patch PRS*4.0*133) .....	514
1 Introduction.....	1
1.1 Patch Nomenclature .....	1
1.2 Hardware Compatibility.....	1
1.3 System Specifications.....	1
2 Changes and Enhancements .....	1
2.1 Changes to the Pay Period Display .....	1
2.2 Changes to the Comp Time/Credit Hours Balance Display .....	2
2.3 Changes to the Supervisory Approvals Function .....	4
3 Support Information.....	5





# Revision History

Date	Description (Patch # if applic.)	Project Manager	Technical Writer
11/2008	Patch PRS*4*117, Comp Time for Travel/Nurse Exec Special Pay	Steve Gribschaw	Mary Ellen Gray
09/2007	Patch PRS*4*112, Nurse Alternative Work Schedule (NAWS).	Steve Gribschaw	Mary Ellen Gray
02/2007	Added Appendix A - Supplemental Information for Part Time Physicians (Patch PRS*4.0*93)	Blake Jan	Mary Ellen Gray
12/29/04	Pdf file checked for accessibility to readers with disabilities.		Mary Ellen Gray
12/29/04	Updated to comply with SOP 192- 352 Displaying Sensitive Data.		Mary Ellen Gray
2/22/12	Added Appendix B to cover changes included in Patch PRS*4.0*133 (Upgrade ETA for Telework – Comp time); also updated formatting throughout. Document needs extensive additional formatting, editing, and software function description updates to achieve compliance with the latest PMAS templates. Document is not 408 compliant.	Richard LeBlanc	Dan Navarra
5/4/12	Updated UM to cover changes included in Patch PRS*4.0*132. This includes updates to the Employee Menu: Service Record Screen, Display Pay Period; Payroll Main Menu > Employee Inquiry Menu: Print Employee Entries, Search Employee Entries, List/Clear Prior Pay Period Corrections; T&A Supervisor Menu: Supervisory Approvals, Pay Period Certification, Display Employee Tour of Duty, Display Employee Pay Period; Timekeeper Main Menu: Post Employee Time, Display Posted Data, Display Employee Pay Period, Display Employee Tour of Duty, Enter/Edit Employee Tour of Duty, Post/Tour Change; Employee Inquiry/Reports Menu. Also made other general changes to update typos and formatting errors associated with the last conversion from PDF to Microsoft Word.	Richard LeBlanc	Dan Navarra
3/8/2018	Updated to reflect changes from patch PRS*4.0*154, PAID Expenditures Report not working after VATAS. This includes updates to column headers in report examples in chapters 3 and 5. See pages <a href="#">3.42</a> , <a href="#">5.20</a> .	Mia Gattis	Lori Masucci



# Section 1: Time and Attendance (T&A)

Decentralized Hospital Computer Program (DHCP) Personnel and Accounting Integrated Data (PAID) Version 4.0 provides enhanced time and attendance for VA Medical Centers. Of over the 190,000 employees in the Veterans Health Administration (VHA), there are more than 20,000 timekeepers and 30,000 supervisors. Accurate timekeeping and timely Payroll are very important to employees and managers alike. In the past, the data transmission process to the Central PAID System was improved but the data collection and filing system did not change very much. The purpose of this version is to improve the time and attendance data collection methods and reduce the amount of work for timekeepers, Payroll clerks and supervisors. It will also provide a uniform and fair system which will reflect Payroll's policy for every employee across the country. The full implementation of this system will provide efficient time and attendance data collection, reduce errors in posting and processing, reduce the number of adjustments, and provide better service to the employees as well as management. This version also includes an education tracking module featuring programs or classes with multiple attendees and reasons for attending.

The Enhanced Time and Attendance System in the DHCP PAID Version 4.0 includes several functional components. There is an employee time management module, a Time and Leave Unit and tour management module for the Payroll office, a time posting module for the timekeepers, a time and leave certification module for the supervisors, and an overtime management system for the managers. This system does not alter any policies or requirements for time and attendance.

This system will do many functions for each employee of the VHA. The employee time management module provides on-line capability for employees to view their leave balances, request leave, and inquire the status of their leave requests. This access is limited to the employee. These records are kept on-line for three years. Any alterations of these records are automatically recorded. This allows the employee to better manage his/her own leave. It can also shorten the request approval time needed because of the on-line real time processing. The full implementation of this system will also give some employees basic computer skills that are otherwise not part of their jobs. The only possible variation, if the system is not fully implemented (i.e., not everyone has access to DHCP), will be that leave requests for those employees will be kept on a written form since timecards are no longer used.

For the Payroll offices, the time and attendance reports can now be totally accountable. This means that each time and attendance report is audited automatically. All exceptions will be recorded. Exceptions will not be forgotten by the system until all of the corrections are made. The full implementation of this system will drastically reduce the Payroll audit time required and will also ensure the financial integrity of the VHA Payroll process. It is also a tour management system. The system will allow only those legally established tours to be used by the appropriate Time and Leave Units. This further ensures the integrity of our Payroll process. Because of the above reasons, the Payroll turn-in time from each Time and Leave Unit can be delayed, and this will greatly reduce the adjustment time required by the current system. This not only saves time for Payroll offices in the medical centers but also saves a lot of adjustment work for the Central System. Since the adjustment system is a direct cash payment system, this will reduce the risk of error and increase the integrity of our process. Since this system will automatically code all the time elements and provide similar edit checks of the Central Pay System for each record, this will reduce the payrun rejection to practically nothing. It is our understanding that rejections will occur after the implementation of this system only if personnel actions are not filed on time. Therefore, it is imperative that ALL PERSONNEL ACTIONS BE PROCESSED ON TIME. If we can achieve this, the re-submission of rejected time and attendance reports can be eliminated. This also saves Central System the processing time required for these records. It is our estimate that one Payroll processing day can be saved.

There are over 20,000 timekeepers in the VHA trying to keep records for employees every day. There are more than 100 possible codes on the paper timecards currently. The timekeeper manual is written in such a way that frequent interpretations by the Payroll office are required to make certain that the correct code is written on the card. Therefore, to be a good timekeeper, one would require a lot of training. Timekeeper turnover rate is high. This presents Payroll offices with major problems. Inadequately trained timekeepers are a potential threat to the integrity of our Payroll process. This system eliminates almost all of the interpretation of Payroll rules and policies from the timekeepers. The only thing that

timekeepers need to do with this system is post the correct time. There are fewer than a dozen time remarks codes that they need to know. If the system is fully implemented (i.e., with electronic leave requests), all leave requests presented will go automatically to the timekeepers to be posted. There is no need to continue with the paper leave requests. This also reduces the number of corrected time and attendance reports because of missing leave requests. If any posting errors are discovered before the reports are transmitted to the Central System, they can be returned to the timekeepers for corrections. All changes to a time and attendance report after forwarding to the next level are recorded.

Supervisors will have a much easier task in the approval or certification of their employees' time and leave requests. For example, in the past when supervisors approved leave, they probably had no idea as to the leave balance of requested employees. This system will provide the leave balance of each category of leave requested. When supervisors are ready to certify time and attendance reports, all 14 days of activities are presented in simple terms on a single screen for each employee in an alphabetical sequence. A single character of "Y" for each report and a final electronic signature will release the reports to Payroll. If there are any exceptions during the certification, they will be presented to the supervisors. One can hold those reports and correct them as needed. According to the supervisors at the test sites, this process does not take any longer than the paper system (some indicated it is shorter) and it is much easier to understand.

For the hospital management team, overtime management is always a challenge. The on-line process of overtime requests and approvals provides a potential means to have a better handle on overtime. This process will allow for the quick turnaround of requests and approvals. Currently, data is collected but a group of hospital managers is needed for further improvement on this part of the system.

We also provide a strength report for the medical centers. This report allows for customization of each hospital. By working with the Austin Automation Center, we have improved the data quality of the employee master file. This effort will be continued in order to satisfy our users.

Overall, DHCP PAID Version 4.0 will revolutionize the time and attendance data collection. It will provide an efficient and fair system for all VHA employees. It will empower employees as well as supervisors to better manage their time and attendance data. It strengthens the integrity and increases the accountability of the Payroll process.

The Education Tracking module creates a database which features the identification of educational programs and inservice training, allows the crediting of attendance at these educational offerings, and generates multiple reports.

The information associated with each class may include:

- Program or class name
- Supplier/presenter
- Type of media used in the presentation
- Location of training
- Purpose of training
- Category of program/class
- Type of training (mandatory inservice, continuing education, etc.)
- Mandatory review group (if a required class)
- Financial agency and cost
- Accreditation board (for continuing education)
- Employer or student expense

The database information is used to complete VA FORM 5-4691 and to manually transmit data to the Austin Automation Center (AAC). The data tracked for this purpose includes: whether the training is financed by the government or the employee, the purpose or reason the employee received the

training, whether the training was given by a federal agency or commercial vendor, the number of on-duty and off-duty hours of training, the length of the program or class, direct cost (e.g., tuition, books, supplies), indirect cost (e.g., transportation, lodging, and subsistence), the program category (information about the specific kind of training), program or class title, employee cost, the contact hours (the actual hours spent in class-calculate as on-duty and off duty hours) and whether the training was routine or non-routine.

The education tracking options provide on-line registration, class calendars, registration rosters, and record tracking of all programs or classes that an employee or student has taken. This employee record can be transferred from site to site.

The menu options provide the opportunity to enter a program or class with multiple attendees, saving input time and keyboard interaction. The main menu for this application is PRSE-SYS-MGR.

# Overview

Decentralized Hospital Computer Program (DHCP) Personnel and Accounting Integrated Data (PAID) Version 4.0 provides enhanced time and attendance for VA Medical Centers. Of over 190,000 employees in the Veterans Health Administration (VHA), there are more than 20,000 timekeepers and 30,000 supervisors. Accurate timekeeping and timely Payroll are very important to employees and managers alike. In the past, the data transmission process to the Central PAID System was improved but the data collection and filing system did not change very much. The purpose of this version is to improve the time and attendance data collection methods and reduce the amount of work for timekeepers, Payroll clerks and supervisors. It will also provide a uniform and fair system which will reflect Payroll's policy for every employee across the country. The full implementation of this system will provide efficient time and attendance data collection, reduce errors in posting and processing, reduce the number of adjustments, and provide better service to the employees as well as management. This version also introduces an education tracking module featuring programs or classes with multiple attendees and reasons for attending.

# Package Operation

Bold print is used throughout this document to represent what you, the user, might enter as a response to a terminal prompt.

The **<RET>** symbol is used to designate the use of the return or enter key. You must press the return or enter key after typing your response. It is the computer's way of knowing that you have finished your response.

Help is always available. Type one question mark to get a help message. Typing two question marks will usually give the user a more detailed help message or a list of possible responses to choose from.

The up/down arrow keys may be used to advance through certain screens, i.e., Tour of Duty screen, Time and Leave Unit (T&L) screen, etc. Enter two question marks at any prompt for help or a list of choices, when entering data.

The ^ symbol is known as the up-arrow or caret. It is created by holding down the shift key and pressing the number 6 key. The up-arrow tells the computer you want to exit from whatever you are doing.

At times you will see a response generated by the program and followed by two slash marks (e.g., LASTNAME,FIRSTNAME//). This is called a default response. If the default response is the answer you want, then you need only press the return key. Otherwise, type the response you wish or type one or more question marks for a help message.



# Chapter 1. Package Management

Employee master record data is available for viewing only by the employee and authorized individuals in Fiscal and Personnel Services with access to the system.

The Offices of Budget Finance and Information Resource Management and Personnel and Labor Relations have the responsibility for the policies and procedures which govern the Payroll and Personnel data used in this program. (See Veterans Health Administration (VHA) Circular, Distribution of Security Codes for DM&S ADP Systems Processing Sensitive Data, 10-89-2 (see updated version)). This circular defines procedures for the generation, distribution and handling of user access for all VHA systems which process sensitive data such as Payroll and Personnel information.

## **Privacy Act Statement**

In accordance with the Office of Personnel Management and VA policies, this information is to be furnished for use only as authorized. It will not be reproduced or used for any other purposes. Any output must be secured in a storage system adequate to insure against disclosure to unauthorized parties. Disposal will be by burning, shredding, or other treatment to destroy their legibility.

## Edit Electronic Signature Codes

An electronic signature code is necessary to approve overtime and compensatory (OT/CT) requests, environmental differential pay requests, leave requests, Veterans Canteen Service (VCS) commission sales, tour of duty changes and to certify a time and attendance report.

If you already have an electronic signature code you may use it to perform your time and attendance duties. If you do not have one or wish to change your present one, you may create/change one yourself. The menu option to do this is on your secondary menu. It is called User's Toolbox. An example of how to create an electronic signature is provided below. The code can be any combination of letters or numbers and it must be at least six characters long. You can even use your DHCP ACCESS or VERIFY codes if you like. Like your ACCESS and VERIFY codes, you must not tell anyone what your electronic signature code is.

Select T&A Supervisor Menu Option: **TB <RET>** User's Toolbox

```
Display User Characteristics
Edit Electronic Signature code
Edit User Characteristics
Menu Templates ...
Spooler Menu ...
TaskMan User
User Help
```

Select User's Toolbox Option: **EDIT E <RET>** Edit Electronic Signature code  
This option is designed to permit you to enter or change your Initials, Signature Block Information and Office Phone number. In addition, you are permitted to enter a new Electronic Signature Code or to change an existing code.

```
INITIAL: EB// <RET>
SIGNATURE BLOCK PRINTED NAME: PAIDUSER,ONE// <RET>
SIGNATURE BLOCK TITLE: SECRETARY// <RET>
OFFICE PHONE: (708)786-0000 <RET>
```

Enter your Signature Code: SIGNATURE VERIFIED

```
ENTER NEW SIGNATURE CODE:
RE-ENTER SIGNATURE CODE FOR VERIFICATION:
```

DONE

## Using Screens for Data Entry

Until recently, data entry sessions in DHCP operated in a "scrolling" mode format only. In scrolling format, fields are displayed one after the other, line-by-line, with each line rolling up and off the 24-line screen as the user hits the RETURN key.

This package uses the scrolling format AND a new, screen-oriented approach. With the screen-oriented format, up to 17 lines of data can be displayed and the data fields will not change positions on your terminal screen. Here is an

example of this new, screen-oriented approach (screens) to display and edit data. The bold type is a data value for the field listed to the left.

```

                                VA TIME & ATTENDANCE SYSTEM
                                TIME & LEAVE UNIT

CODE:      103
NAME:      TEST
STATION #  123
SERVICE:  ISC                               SECTION: DEVELOPMENT

Time SleepTime Begins: 10:00PM
Entitled Sat/Sun Premiums? NO

Select TIMEKEEPER:      PAIDTIMEKPR,ONE
Select SUPERVISOR:     PAIDSUPERVISR,ONE
Select OT/CT APPROVER: PAIDTIMEMGR,ONE

-----
Exit      Save      Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.

COMMAND:                                                    INSERT
```

Displaying and editing data with screens has advantages. You can:

1. See several data fields displayed at one time,
2. See data fields displayed in the same location, and
3. Easily jump ahead or return to a field for correction.

There are two types of screens, Display and Edit. Display screens display data, but do not allow you to change any data. Edit screens display data and allow you to enter data and edit existing data. Each screen has two sections, a Display/Edit area and a Command area.

## **Display/Edit Area**

The top portion of the Display/Edit area is a "header block" which displays a screen title and is for display only. From our example it is:

```
VA TIME & ATTENDANCE SYSTEM
TIME & LEAVE UNIT
```

The rest of the Display/Edit area shows data fields and their values. Edit screens allow data to be changed. Display screens merely display data with no editing allowed. The Display/Edit area from our example is:

```
CODE:          103
NAME:           TEST
STATION #      123
SERVICE:       ISC                               SECTION: DEVELOPMENT

Time SleepTime Begins:      10:00PM
Entitled Sat/Sun Premiums? NO
```

```
Select TIMEKEEPER:         PAIDTIMEKPR, ONE
```

```
Select SUPERVISOR:        PAIDSUPERVISR, ONE
```

```
Select OT/CT APPROVER:    PAIDTIMEMGR, ONE
```

Your position on the screen is shown by a highlighted box (cursor). When you first enter a screen, the cursor will go to the first field where you may enter data. You can "navigate" through a screen by using several keys from your terminal's keyboard.

On your keyboard there are four arrow keys; left, right, up and down. The up arrow key will take you to the field above and the down arrow will take you to the field below where the cursor is. The left and right arrow keys move the cursor to the left or right within the same field.

The TAB key and RETURN key will move the cursor to the next field.

Type a caret (^) followed by a field name (e.g., ^SERVICE) and the cursor will move to that field.

Type a caret only and the cursor will move to the Command area.

To enter or edit data in a field, move the cursor to the field, type in the data value and press the RETURN key. Type one or more question marks for a help response. The help response will appear in the Command area (i.e., at the bottom of the screen).

## **Command Area**

The Command area allows you to issue commands for exiting and saving changes. Messages and help text are also displayed in the Command area. The Command area from our example is:

---

Exit      Save      Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.

COMMAND:

INSERT

When you type EXIT in the COMMAND field, you are asked if you wish to save any changes that you made. If you answer YES, the changes will be saved and then you will exit the screen. If you answer NO, the changes will not be saved and you will exit the screen.

If you type Save in the COMMAND field, your changes will be saved and you will NOT exit the screen. You may then move the cursor back to a field and make more changes.

Type REFRESH in the COMMAND field if the screen display becomes garbled. This will "re-paint" the screen to how it is supposed to look.

When you save changes, the data is checked for errors. If an error exists, the changes will NOT be saved and an error message will appear. You will then be able to edit your responses. You cannot save changes that have an error.

## **Pop-up Pages**

Some data fields allow multiple values to be entered and saved. In our example a Time and Leave Unit may have more than one Timekeeper, Supervisor or Overtime/Compensatory Time Approving Official. When you wish to enter or edit a value in such a field, a "pop-up page" appears on the screen. A pop-up page is surrounded by lines that form a box on the screen. The pop-up page covers only a portion of the screen. After you have finished entering data in the pop-up page, it will disappear and the original page will remain. Unlike the other data fields, the pop-up page data fields make changes as entered. You exit a pop-up by typing CLOSE in the COMMAND field (CLOSE is the default).

# Chapter 2. Employee Menu

This menu is available to any employee with access to any DHCP application. It allows an employee to enter, cancel or display his/her requests for leave. The employee may also display his/her leave balances. DHCP ACCESS and VERIFY codes identify the employee to the system, causing only that employee's information to display. No employee may obtain access to another employee's data through this menu option.

The List and Display screens are provided to assist the user in the proper maintenance of employee attendance data. These screens can be used to review posted information, check schedules, leave balances, leave requests, overtime/compensatory time requests and status, etc.

PRIVACY ACT STATEMENT

In accordance with OPM and VA policies this information is to be furnished for use only as authorized. It will not be reproduced or used for any other purposes. Any output must be secured in a storage system adequate to insure against disclosure to unauthorized parties. Disposal will be by burning, shredding, or other treatment to destroy their legibility.

- 1 Leave Request
- 2 Leave Balances
- 3 Display Leave Requests
- 4 Cancel Leave Request
- 5 Service Record Screen
- 6 Display Pay Period
- 8 Edit Leave Request
- 9 Display Leave Used
- 10 Monthly Calendar

Select Employee Menu Option:

## Leave Request

This option allows an employee to enter a request for leave (i.e., APPLICATION FOR LEAVE, SF 71). If the employee requests more leave than he/she has accumulated, a warning message will appear. (The leave for Family Care (CB) and Adoption (AD) will be deducted from the employee's Sick Leave (SL) by the Austin Automation Center.)

Select Employee Menu Option: **1 <RET>** Leave Request

### VA TIME & ATTENDANCE SYSTEM REQUEST FOR LEAVE

PAIDTIMEKEEPR,ONE

000-00-0001

From Date: **JUL 05, 1995 <RET>** Time: **08:00AM <RET>**

To Date: **JUL 07, 1995 <RET>** Time: **04:30PM <RET>**

AL	Annual Leave	AA	Authorized Absence	CB	Family Care
SL	Sick Leave	ML	Military Leave	AD	Adoption
WP	Without Pay	RL	Restored Annual Leave	DL	Donor Leave
CU	Compensatory Time	NL	Non-Pay Annual Leave		

Type of Leave: **SL <RET>** Sick Leave Number of Hours: **24**

Remarks: **Outpatient Surgery <RET>**

---

Exit Save Refresh

Enter a command or '^' followed by a caption to jump to a specific field.

COMMAND: **?? <RET>** Press <PF1>H for help Insert

---

Exit - Exit the form.  
Save - Save all changes made during the edit session.  
Refresh - Repaint the screen.

COMMAND: **E <RET>**

Save changes before leaving form (Y/N)? **?? <RET>** Press <PF1>H for help  
Insert

---

Enter 'Y' to save before exiting.  
Enter 'N' or '^' to exit without saving.  
Press 'RETURN' to return to form.

Save changes before leaving form (Y/N)? **Y <RET>**

Do you wish to enter another Leave Request? No// **N <RET>**

## Leave Balances

This option displays all of the leave that an employee has accrued. The values are current as of the date shown on the screen.

Compensatory Time (Comp Time): Time off in an amount equal to the overtime worked in lieu of overtime pay.

Restored Leave: Annual Leave that has been credited to a restored leave account (employee was prevented from using the leave due to illness or the exigencies of the service). This leave must be used during the next two leave years.

The number "4" in front of "Restored Leave" below means that the leave must be used by the end of calendar year 1994.

Select Employee Menu Option: **2 <RET>** Leave Balances

Select Device: HOME// **<RET>** ANYWHERE RIGHT MARGIN: 80// **<RET>**

### EMPLOYEE LEAVE BALANCES

PAIDTIMEKEEPR,ONE

000-00-0001

Balances are as of Sat 10-Dec-94

Leave Group: 3

Annual Leave Balance: 293.000

Sick Leave Balance: 403.250

Comp Time: 10.000 must be used by 24-Dec-94

4 Restored Leave: 40.000

Press RETURN to Continue. **<RET>**



### **Display Leave Requests**

With this option the employee enters a date and a list of all of his/her leave requests from that date onward is displayed. Cancelled leave requests will not show on the list.

Select Employee Menu Option: **3** <RET> Display Leave Request

VA TIME & ATTENDANCE SYSTEM  
LEAVE REQUESTS

PAIDTIMEKEEPR,ONE

000-00-0001

Begin with Date: T// <RET> (AUG 09, 1994)

08:00A 8-May-95 to 04:30P 12-May-95 40 hrs Annual Leave Cancelled

Supr: Please wait until beginning of 1995 to request.

08:00A 15-Aug-94 to 04:30P 19-Aug-94 40 hrs Annual Leave Approved

08:00A 12-Aug-94 to 04:30P 12-Aug-94 8 hrs Annual Leave Approved

Press RETURN to Continue. <RET>

## **Cancel Leave Request**

With this option the employee enters a date and a list of all employees' leave requests from that date onward is displayed. The employee is prompted to select a choice from the list to cancel.

Select Employee Menu Option: **4** <RET> Cancel Leave Request

VA TIME & ATTENDANCE SYSTEM  
CANCEL LEAVE REQUESTS

PAIDTIMEKEEPER,ONE

000-00-0001

Begin with Date: T// <RET> (AUG 22, 1994)

1 08:00A 31-Aug-94 to 04:30P 31-Aug-94 8 hrs Sick Leave Requested  
2 08:00A 26-Aug-94 to NOON 26-Aug-94 4 hrs Annual Leave Requested  
3 08:00A 22-Aug-94 to 04:30P 22-Aug-94 Annual Leave Requested

Cancel Which Request #? 2 ... done

## Service Record Screen

Selecting this option will display all of the employee's current service record data.

Select Employee Menu Option: **5 <RET>** Service Record Screen  
...HMMM, LET ME THINK ABOUT THAT A MOMENT...

PAIDEMPLOYEE, ONE RECREATION DUTY STATION: 578  
000-00-0001 T&L: 100

-----  
LAST PP: 04 SERVICE RECORD SCREEN PAGE 1  
-----

OCCUPATION SERIES & TITLE.....NURSING ASSISTANT  
PAY PLAN.....GS/CA/SL/GW  
OCCUPATION SERIES CODE.....0621  
GRADE.....04  
STEP.....02  
SALARY.....28,922.00  
GAP/LOCALITY PAY AMT.....3,587.00  
POSITION NUMBER.....03167A  
ASSIGNMENT.....NONE  
COMPETITIVE LEVEL.....X01  
DUTY BASIS.....FULL-TIME  
NORMAL HOURS.....80.00  
PAY BASIS.....PER ANNUM  
PAY RATE DETERMINANT.....REGULAR RATE  
FLSA.....NON-EXEMPT (COVERED)  
LABOR DIST CODE-1 COST CTR/ORG..8207:2125

Press RETURN to continue: **<RET>**

PAIDEMPLOYEE, ONE RECREATION DUTY STATION: 578  
000-00-0001 T&L: 100

-----  
LAST PP: 04 SERVICE RECORD SCREEN PAGE 2  
-----

TYPE OF APPOINTMENT.....CAREER CONDITIONAL  
SUPERVISORY LEVEL.....0  
BUS CODE.....1272  
DATE OF BIRTH.....AUG 07, 1989  
SEX.....MALE  
CITIZENSHIP.....U.S. CITIZEN  
VETERANS PREFERENCE.....NONE  
EDUCATION.....SOME HIGH SCHOOL  
FEGLI CODE.....Basic only  
HEALTH INSURANCE.....111  
RETIREMENT CODE.....FERS  
PERF/PROFCY RATING CODE.....Fully Successful  
SERVICE COMPUTATION DATE.....NOV 09, 2008  
STATION EOD.....NOV 09, 2008  
TELEWORK INDICATOR.....Employee regularly teleworks three or more  
days per work week.

PAIDEMPLOYEE, ONE  
000-00-0001

RECREATION

DUTY STATION: 578  
T&L: 100

-----  
LAST PP: 21

FOLLOWUPS

PAGE 3  
-----

ELIGIBLE FOR DRUG TESTING.....DT  
CONVERSION TO CAREER TENURE.....NOV 09, 2011  
FOLLOWUP CODE S\*.....NOV 09, 2011  
ELIGIBLE FOR DRUG TESTING.....DT  
FOLLOWUP CODE 31.....NOV 09, 2011  
FOLLOWUP CODE 43.....NOV 09, 2011  
FOLLOWUP CODE 48.....NOV 09, 2011

Press RETURN to continue:

PAIDEMPLOYEE, ONE  
000-00-0001

RECREATION

DUTY STATION: 578  
T&L: 100

-----  
LAST PP: 21

THRIFT SAVINGS PLAN

PAGE 4  
-----

TSP STATUS.....ELIGIBLE  
TSP STATUS DATE.....JUN 07, 2009  
TSP SERVICE COMPU DATE.....NOV 09, 2008  
TSP ELIG.....JUN 01, 2009  
TSP VESTING.....3  
TSP MASTER RECORD IND.....YES  
TSP GSF GOV BASIC CONTRIB.....11.09

Press RETURN to continue:

## Display Pay Period

With this option, the user can view his or her time and attendance record for a particular pay period. By entering any date within a pay period, the "scheduled tour" and "tour exceptions" (leave used, OT earned, etc.) will be displayed for each day within that pay period. Also, in this example, the employee is eligible for telework, and has worked telework hours, as indicated by the "Telework Ind.:" label (the complete list of telework codes is shown in Table 1). The employee's regularly scheduled tour of duty includes telework time on Thursday and Friday of each week. The "TW" column represents telework type: either "REG" (Regular Scheduled Telework) or "MED" (Medical Scheduled Telework).

Select Employee Menu Option: 6 <RET> Display Pay Period

### VA TIME & ATTENDANCE SYSTEM EMPLOYEE PAY PERIOD DATA

Posting Date: 5/1 (MAY 01, 2012)

Select Device: HOME// <RET> HYPER SPACE RIGHT MARGIN: 80// <RET>

PAIDEMPLOYEE,ONE T&L 110 Telework Ind: P XXX-XX-1114

Date	TW	Scheduled Tour	Tour Exceptions
Sun 6-May-12		Day Off	
Mon 7-May-12		07:00A-03:30P	
Tue 8-May-12		07:00A-03:30P	
Wed 9-May-12		07:00A-03:30P	
Thu 10-May-12	REG	07:00A-03:30P	8.00 Hours - Telework REG
Fri 11-May-12	REG	07:00A-03:30P	8.00 Hours - Telework REG
Sat 12-May-12		Day Off	
Sun 13-May-12		Day Off	
Mon 14-May-12		07:00A-03:30P	
Tue 15-May-12		07:00A-03:30P	
Wed 16-May-12		07:00A-03:30P	
Thu 17-May-12	REG	07:00A-03:30P	8.00 Hours - Telework REG
Fri 18-May-12	REG	07:00A-03:30P	8.00 Hours - Telework REG
Sat 19-May-12		Day Off	

Press RETURN to Continue.

Code	Definition
P	Employee regularly teleworks three or more days per pay period.
R	Employee regularly teleworks one or two days per pay period.
S	Employee regularly teleworks one day per month.
A	Ad Hoc Telework. Employee teleworks only on an as-needed basis. This includes Continuity of Operations (COOP), National/Regional emergencies, situational basis (temporary), and Office of Workers Compensation-related telework.
X	Position is suitable for telework and employee is eligible, but no telework agreement is in place.
Y	Position is suitable for telework, but employee is not eligible to telework.
Z	Position is not suitable for telework. This code is used only when the employee's position makes teleworking impossible.

V	Employee who is virtual.
E	Employee regularly teleworks three or more days per work week.
Blank	Default. No telework code has been entered.

**Table 1: PAID Code Definitions**

### ***Self Registration Enter/Edit***

This option allows an employee to self-register for a class. The user may self register for present or future classes, open classes that are sponsored by any service, closed classes within his/her own service, and mandatory classes that are required. An individual does not need to preregister for class attendance to be taken. Names of individuals that are registered for classes can be printed through the Class Registration Roster report.

Select Employee Menu Option: **7 <RET>** Self Registration Enter/Edit

Select one of the following:

R            Class Registration Calendar Report  
S            Student Registration

Choose a Selection from the above choices: **S <RET>** Student Registration

Select one of the following:

M            Mandatory Training (MI)  
C            Continuing Education  
O            Other/Miscellaneous  
W            Ward/Unit-Location Training  
A            All

Select Sort Parameter: **M <RET>** Mandatory Training (MI)

CLASS NAME: **?? <RET>**

CHOOSE FROM:

BASICS OF INTERPLANETARY SPACE TRAVEL            RESEARCH  
INFECTION CONTROL            NURSING

CLASS NAME: **I <RET>** INFECTION CONTROL            NURSING

Select DATE: MAY 12, 1995// **<RET>**            MAY 12, 1995

Enter STUDENT NAME: **PAIDEMPLOYEE,ONE <RET>** PAIDEMPLOYEE,and ONE

ISC SMART, BARRY is currently Registered for this INFECTION CONTROL

Class! Do you want to delete this record? NO// **<RET>** (NO)

To add your name to the registration list:

Enter STUDENT NAME: **PAIDEMPLOYEE,THREE <RET>** PAIDEMPLOYEE,THREE            DENTAL

Do you want to register PAIDEMPLOYEE,THREE - DENTAL for  
INFECTION CONTROL? YES// **<RET>** (YES)

To delete your name from the registration list:

CLASS NAME: **I** <RET> INFECTION CONTROL NURSING

Select DATE: MAY 12, 1995// <RET> MAY 12, 1995

Enter STUDENT NAME: **PAIDEMPLOYEE,TWO** <RET> PAIDEMPLOYEE,TWO ISC

PAIDEMPLOYEE,TWO is currently Registered for this INFECTION CONTROL Class!

Do you want to delete this record? NO// **Y** <RET>

**PAIDEMPLOYEE,TWO** \*\*DELETED\*\*

Enter STUDENT NAME: ^ <RET>

## **Edit Leave Request**

This option allows the employee to make changes to any request that the timekeeper has not posted.

Select Employee Menu Option: **8 <RET>** Edit Leave Request

### VA TIME & ATTENDANCE SYSTEM EDIT LEAVE REQUESTS

PAIDTIMEKEEPR,ONE

000-00-0001

1 08:00A 14-Jul-95 to 04:30P 14-Jul-95 8 hrs Authorized Absence Requested  
Attending Seminar.  
2 08:00A 11-Jul-95 to 12:30P 11-Jul-95 4.5 hrs Annual Leave Requested  
Lunch is 12:30P - 01:00P.  
3 01:30P 10-Jul-95 to 04:30P 10-Jul-95 3 hrs Sick Leave Requested

Edit Which Request #? **1 <RET>**

### VA TIME & ATTENDANCE SYSTEM REQUEST FOR LEAVE

PAIDTIMEKEEPR,ONE

000-00-0001

From Date: **JUL 14, 1995 <RET>**      Time: **01:00PM <RET>**

To Date: **JUL 14, 1995 <RET>**      Time: **04:30PM <RET>**

AL	Annual Leave	AA	Authorized Absence	CB	Family Care
SL	Sick Leave	ML	Military Leave	AD	Adoption
WP	Without Pay	RL	Restored Annual Leave	DL	Donor Leave
CU	Compensatory Time	NL	Non-Pay Annual Leave		

Type of Leave: **AA <RET>** Authorized Absence      Number of Hours: **3.5**

Remarks: **Attending Seminar <RET>**

---

Exit            Save            Refresh

Enter a command or '^' followed by a caption to jump to a specific field.



## Display Leave Used

This option allows the employee to view all of his/her leave that has been used for a selected date range.

Select Employee Menu Option: 9 <RET> Display Leave Used

Report Beginning Date T//1/1/95 <RET> (JAN 01, 1995)  
Report Ending Date T//4/01/95 <RET> (APR 01, 1995)

.....

LEAVE USED SUMMARY  
from: JAN 01, 1995 to APR 01, 1995  
for: PAIDEMPLOYEE,FOUR - IRM

DATE: 08/02/95

PP	DATE	TYPE	FROM	TO	LENGTH
26	Tue 3-Jan-95	Annual Leave	08:00A	04:30P	8.00 Hours
01	Tue 10-Jan-95	Sick Leave	08:00A	NOON	4.00 Hours
		Annual Leave	12:30P	04:30P	4.00 Hours
	Fri 13-Jan-95	Annual Leave	08:00A	08:30A	0.50 Hours
03	Thu 9-Feb-95	Annual Leave	08:00A	11:30A	3.50 Hours
	Mon 13-Feb-95	Sick Leave	08:00A	04:30P	8.00 Hours
04	Mon 27-Feb-95	Annual Leave	08:00A	08:45A	0.75 Hours
	Tue 28-Feb-95	Sick Leave	08:00A	04:30P	8.00 Hours
	Fri 3-Mar-95	Sick Leave	08:00A	04:30P	8.00 Hours
05	Tue 14-Mar-95	Sick Leave	02:30P	04:30P	2.00 Hours
06	Wed 22-Mar-95	Annual Leave	01:30P	04:30P	3.00 Hours
	Fri 24-Mar-95	Annual Leave	08:00A	04:30P	8.00 Hours
	Fri 31-Mar-95	Annual Leave	03:30P	04:30P	1.00 Hour

DHCP PAID REPORT L003 VA TIME & ATTENDANCE SYSTEM STATION: 578 / T&L: 902  
Press Return/Enter to continue or "^" to quit. ^ <RET>

## Review FY Recess for 9 Month AWS Employee

The PRSAWS9 Security Key is required to access this option.

This view only option displays the Recess Schedule for nurses on the 9 month/3 month alternate work schedule (AWS). To view a 9 month/3 month AWS Recess Schedule, enter the fiscal year or the nurse's name.

Once the schedule is selected, you may enter actions at the "Select Action" prompt to navigate through the Recess Schedule, print the Recess Schedule and display a summary. Enter a double question mark (??) at this prompt for a list of all available actions.

Following is a list of actions available through this option with a brief description. The mnemonic for each action is shown in brackets [ ] following the action name. Entering the mnemonic is the quickest way to select an action.

Action	Description
Recess Hours Summary [RS]	Enter RS to see a summary screen with recess totals. Be sure to scroll down to see the whole report.
Next Screen [+]	Move to the next screen.
Previous Screen [-]	Move to the previous screen.
Up a Line [UP]	Move up one line.
Down a Line [DN]	Move down one line.
Shift View to Right [>]	Move the screen to the right if the screen width is more than 80 characters.
Shift View to Left [<]	Move the screen to the left if the screen width is more than 80 characters.
First Screen [FS]	Move to the first screen.
Last Screen [LS]	Move to the last screen.
Go to Page [GO]	Move to any selected page in the list.

Re Display Screen [RD]	Redisplay the current screen.
Print Screen [PS]	Print the header and the portion of the list currently displayed.
Print List [PL]	Print the list of entries currently displayed.
Search List [SL]	Find selected text in list of entries.
Auto Display(On/Off) [ADPL]	Toggle the menu of actions to be displayed/not displayed automatically.
Quit [QU]	Exit the screen.

Select Employee Menu Option: **Review FY Recess** for 9 Month AWS Employee  
 Select a Recess Schedule: 2007// <RET> PAIDemployee,One 2007 000-00-1111

Recess Schedule Viewer Jul 17, 2007@14:38:58 Page: 1 of 4  
 FY2007 Recess Week Viewer for 9 month AWS with start date 10/01/06 (pp 06-20)  
 PAIDemployee,One XXX-XX-1111 T&L Unit: 140

```
-Week---PayPd-Sun Mon Tue Wed Thu Fri Sat-Recess: Scheduled--Certified-----
=====Oct 2006=====
 1 06-20 1 2 3 4 5 6 7 40.00
 2      8 9 10 11 12 13 14
 3 06-21 15 16 17 18 19 20 21
 4      22 23 24 25 26 27 28
 5 06-22 29 30 31 1 2 3 4 40.00
=====Nov 2006=====
 6      5 6 7 8 9 10 11 7.00
 7 06-23 12 13 14 15 16 17 18 40.00
 8      19 20 21 22 23 24 25
 9 06-24 26 27 28 29 30 1 2 40.00
=====Dec 2006=====
10      3 4 5 6 7 8 9
11 06-25 10 11 12 13 14 15 16
12      17 18 19 20 21 22 23
13 06-26 24 25 26 27 28 29 30
14      31 1 2 3 4 5 6
```

+-----Enter ?? for more actions-----  
 RS Recess Hours Summary  
 Select Action:Next Screen// **rs** Recess Hours Summary

9 Mo. AWS Recess Summary for FY2007 AWS Start Date: 10/01/06 (pp 06-20)

PAIDemployee,One XXX-XX-1111 T&L Unit: 140

--Week--	Begin Date	Sched Recess Hrs	TimeCard Certified
1	10/01/06	40.00	0.00
5	10/29/06	40.00	0.00
6	11/05/06	7.00	0.00
7	11/12/06	40.00	0.00
9	11/26/06	40.00	0.00
27	04/01/07	40.00	0.00
28	04/08/07	40.00	0.00

=====  
Total Recess. Scheduled: 247.00 Posted: 0.00

Total Weeks in AWS FY Schedule: 54.00  
Total available FY recess hrs: 540.00 (13.5 weeks)  
WARNING--Recess hours under scheduled: 293.00

-----WARNING--Recess hours are under scheduled: 293.00-----

## Chapter 3. Payroll Main Menu

This menu contains options that a Payroll Clerk needs to perform time and attendance related tasks.

The List and Display screens are provided to assist the user in the proper maintenance of employee attendance data. These screens can be used to review posted information, check schedules, leave balances, leave requests, overtime/compensatory time requests and status, etc.

### PRIVACY ACT STATEMENT

In accordance with OPM and VA policies this information is to be furnished for use only as authorized. It will not be reproduced or used for any other purposes. Any output must be secured in a storage system adequate to insure against disclosure to unauthorized parties. Disposal will be by burning, shredding, or other treatment to destroy their legibility.

- 1 Exceptions and Corrections ...
- 2 Display Employee Pay Period
- 3 Return Record to Timekeeper
- 4 Display Employee Entitlements
- 5 Post Miscellaneous Data
- 6 Tour of Duty Management ...
- 7 T&L Management ...
- 8 Create Employee Record for Pay Period
- 9 Employee Inquiry Menu ...
- 10 Change Employee T&L Unit
- 11 List Un-Certified Employees
- 12 List Leave Requests
- 13 List OT and CT/CH Requests
- 14 Display Complete Request/Pay Period Records ...
- 15 Employee Reports ...
- 16 PT Physician Menu ...

Select Payroll Main Menu Option:

## PayPeriod Exceptions

This option displays a list of each employee's time and attendance reporting problems for a selected pay period that needs to be resolved. The name of the employee, T&L, day and date, and a short description of the exception are displayed.

Payroll offices should use this option throughout the pay period cycle to check timekeepers' progress. If time is not being posted or the exceptions are not being resolved promptly, the Payroll office should contact the timekeeper to assess the problem. We strongly suggest that this option be selected several times throughout the pay period until timekeepers become familiar with the system.

Similar to this option is "List Prior Pay Period Exceptions" which lists all exceptions for all records released to Payroll for all previous pay periods while this option lists only exceptions for a specific pay period.

Select Payroll Main Menu Option: **1** <RET> Pay Period Exceptions

Select PAY PERIOD: **93-03** <RET>

Select T&L Unit (or ALL): **007** <RET>

Select Device: Home// <RET> ANYWHERE Right Margin: 80// <RET>

VA TIME & ATTENDANCE SYSTEM

Page 1

Sun 7-Feb-93 to Sat 20-Feb-93

PAIDEMPLOYEE,FIVE (007)

Fri	1-Jul-94	03:30P	SL Requested but not Approved
Wed	6-Jul-94	01:30P	OT not Requested
Sat	9-Jul-94		No Time Posted

PAIDEMPLOYEE,SIX (007)

Mon	27-Jun-94		No Time Posted
Fri	1-Jul-94	07:00A	AL not Requested
Tue	5-Jul-94		No Time Posted

PAIDEMPLOYEE,SEVEN (007)

Tue	28-Jun-94		No Time Posted
Wed	29-Jun-94		No Time Posted
Thu	30-Jun-94		No Time Posted
Fri	1-Jul-94		No Time Posted
Tue	5-Jul-94		No Time Posted
Wed	6-Jul-94		No Time Posted
Thu	7-Jul-94		No Time Posted

Press RETURN to Continue. <RET>

## Display Employee Pay Period

This option displays the employee's name, all 14 dates in the pay period, the employee's scheduled tour(s) of duty and any exceptions to the scheduled tour(s).

Select Payroll Main Menu Option: **2** <RET> Display Employee Pay Period

### VA TIME & ATTENDANCE SYSTEM EMPLOYEE PAY PERIOD DATA

Select EMPLOYEE: **PAIDEMPLOYEE,EIGHT** <RET> 000-00-0008

Select PAY PERIOD: **94-14** <RET>

Select Device: HOME// <RET> ANYWHERE RIGHT MARGIN: 80// <RET>

PAIDEMPLOYEE,EIGHT T&L 100 000-00-0008

Date	Scheduled Tour	Tour Exceptions
Sun 10-Jul-94	Day Off	
Mon 11-Jul-94	09:00A-05:30P 06:00P-08:00P Scheduled Comp Time	
Tue 12-Jul-94	09:00A-05:30P 06:00P-08:00P Scheduled Comp Time	
Wed 13-Jul-94	09:00A-05:30P 06:00P-08:00P Scheduled Comp Time	09:00A-NOON SL SICK LV 12:30P-05:30P AL ANNUAL LV 06:00P-08:00P UN UNAVAIL
Thu 14-Jul-94	08:00A-04:30P	
Fri 15-Jul-94	08:00A-04:30P	
Sat 16-Jul-94	Day Off	
Sun 17-Jul-94	Day Off	
Mon 18-Jul-94	08:00A-04:30P	
Tue 19-Jul-94	08:00A-04:30P	
Wed 20-Jul-94	08:00A-04:30P	04:30P-06:30P CT COMP ERND 08:30P-10:30P OT OVERTIME

Press RETURN to Continue. <RET>

PAIDEMPLOYEE,EIGHT 000-00-0008

Thu 21-Jul-94	08:00A-04:30P	
Fri 22-Jul-94	08:00A-04:30P	
Sat 23-Jul-94	Day Off	
Wed 13-Jul-94	09:00A	SL Requested but not Approved
Wed 13-Jul-94	12:30P	AL Requested but not Approved
Wed 20-Jul-94	04:30P	CT Requested but pending Supervisor Approval
Wed 20-Jul-94	08:30P	OT Requested but pending Supervisor Approval

Select EMPLOYEE: <RET>

## Return Record to Timekeeper

This option allows Payroll to return a time and attendance report to the timekeeper for corrections. Once a time and attendance report has been corrected the supervisor must recertify the record and Payroll must then transmit or retransmit the record to Austin. This option should only be used if the intent is to transmit the corrected record to Austin. If it is too late to transmit the corrected record, do not use this option. The timekeeper must use the Prior Pay Period Adjustments option to make time and attendance report corrections.

Note: Once a time and attendance report has been returned to the timekeeper, it must be recertified by the supervisor. This is true even if no changes have been made to the record.

Select Payroll Main Menu Option: **3 <RET>** Return Record to Timekeeper

Select Pay Period: **92-23 <RET>**

Select Employee: **PAIDEMPLOYEE,NINE <RET>** 000-00-0009

... Returned to Timekeeper.



## Display Employee Entitlements

This option allows the user to select an employee, a T&L Unit, and displays the employee's entitlement table. The entitlement table shows various types of premiums/benefits to which an employee is entitled (Yes) or not entitled (No). It will also show whether an employee's time is figured in hours (Hrs.) or Days. Every employee must have an entitlement table entry since these entitlements are used to calculate each employee's biweekly compensation.

Select Payroll Main Menu Option: **4** <RET> Display Employee Entitlements

Select T&L Unit: **101** <RET>

Select Employee: **PAIDEMPLOYEE,TEN** <RET> 000-00-0010

Select Device: HOME// <RET> ANYWHERE RIGHT MARGIN: 80// <RET>

EMPLOYEE PAY ENTITLEMENTS			
PAIDEMPLOYEE,TEN			000-00-0010
Regular Scheduled	Hrs.	Hrs. > 8 - 2	No
Regular Unscheduled	No	Hrs. > 8 - 3	No
Reg. Hrs. at OT Rate - Day	Yes	Holiday - Day	Yes
Reg. Hrs. at OT Rate - 2	No	Holiday - 2	No
Reg. Hrs. at OT Rate - 3	No	Holiday - 3	No
Night Differential - 2	Yes	Holiday OT	Yes
Night Differential - 3	No	On Call	Yes
Saturday Premium	Yes	Sleep Time	No
Sunday - Day	Yes	Comp. Time Earned/Used	Yes
Sunday - 2	No	Standby	No
Sunday - 3	No	Annual/Restored Leave	Yes
Overtime - Day	Yes	Sick Leave	Yes
Overtime - 2	No	NonPay Annual Leave	No
Overtime - 3	No	AWOL/Susp/LWOP	Yes
Hazardous Duty	Yes	Military Leave	Yes
Environmental Differential	No	Authorized Absence	Yes
Scheduled CB OT	No	Non-Pay	Yes
Travel OT	No	Continuation of Pay	Yes
Hrs.>8 - Day	No	VCS Commission Sales	No

Press RETURN to Continue. <RET>

## Post Miscellaneous Data

This option allows Payroll to request a payment record or enter time and attendance report related data such as a T&L Unit change, Annual Leave lump sum that the employee has upon separation from the system, the expiration date of the separating employee's Annual Leave, a record of the employee's salary payments, information on withholding of Federal Income Tax, cost-of-living- allowance information, and the last day of duty or transaction date for the employee.

Miscellaneous data can be entered any time up to the time of transmission. Posting miscellaneous data will automatically update 8B string if the record has already been sent to Payroll (certified).

Select Payroll Main Menu Option: **5 <RET>** Post Miscellaneous Data

Select Pay Period: **93-01 <RET>**

Select Employee: **PAIDEMPLOYEE1,ONE <RET>** 000-00-0011

### VA TIME & ATTENDANCE SYSTEM MISCELLANEOUS DATA

PAIDEMPLOYEE1,ONE 000-00-0011

Station: 578	Normal Hours: 38	Duty Basis: 1
T&L:	Pay Plan: A	Flexitime:
Pay Per: 93-01		FLSA: E

Lump Sum Units:	<b>42 &lt;RET&gt;</b>	New T&L Unit:	<b>100 &lt;RET&gt;</b>
Lump Sum Units 2:	<b>2 &lt;RET&gt;</b>	Payment Record?	<b>Yes &lt;RET&gt;</b>
Lump Sum Units 3:	<b>12 &lt;RET&gt;</b>	Opt. W/H Tax?	<b>Yes &lt;RET&gt;</b>
Lump Sum Exp. Date:	<b>T &lt;RET&gt;</b> FEB 10,1993	Exclude Foreign COLA?	<b>Yes &lt;RET&gt;</b>

8B Day Number: **043 <RET>**

---

Exit      Save      Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.

COMMAND: **EXIT <RET>** INSERT

Save changes before leaving form (Y/N)? **Y <RET>**

Save changes before leaving form (Y/N)? **N <RET>**  
Form Not Saved!

Use up/down arrow keys or the return key to advance thru the screen. Enter one or two question marks (??) at any prompt to receive help or a list of choices. Examples of choices for each prompt are as follows:

Lump Sum Units: ?? <RET>

-----  
The number of hours or days of annual leave a day shift employee has when separating.

Press <PF1>H for help      INSERT

Lump Sum Units 2: ?? <RET>

-----  
The number of hours or days of annual leave a second shift employee has when separating.

Press <PF1>H for help      INSERT

Lump Sum Units 3: ?? <RET>

-----  
The number of hours or days of annual leave a third shift employee has when separating.

Press <PF1>H for help      INSERT

Lump Sum Exp. Date: ?? <RET>

-----  
The date the separating employee's annual leave will expire.

Examples of Valid Dates:

JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057

T (for TODAY), T+1 (for TOMORROW), T+2, T+7, etc.

T-1 (for YESTERDAY), T-3W (for 3 WEEKS AGO), etc.

If the year is omitted, the computer uses the CURRENT YEAR.

Press <PF1>H for help      INSERT

New T&L Unit: ?? <RET>

-----  
ANSWER WITH T&L UNIT CODE

DO YOU WANT THE ENTIRE 16-ENTRY T&L UNIT LIST? Y <RET>

-----  
100

101

102

103

111

Press RETURN to continue, '^' to exit:

New T&L Unit: ?? <RET>

-----  
ANSWER WITH T&L UNIT CODE

DO YOU WANT THE ENTIRE 16-ENTRY T&L UNIT LIST? N <RET>

This field will be coded only to change the employee's time and leave unit.

Press <PF1>H for help      INSERT

Payment Record? ?? <RET>

---

Indicates Payroll has requested a current "Record of Salary Payments" for this employee.

Choose from:

Y      YES

N      NO

Press <PF1>H for help      INSERT

Opt. W/H Tax? ?? <RET>

---

Indicates the employee elects the optional method of withholding Federal income tax from the lump-sum payment.

Choose from:

Y      YES

N      NO

Press <PF1>H for help      INSERT

Exclude Foreign COLA? ?? <RET>

---

Indicates the exclusion of a foreign cost-of-living-allowance from the employee's lump-sum payment.

Choose from:

Y      YES

N      NO

Press <PF1>H for help      INSERT

8B Day Number: ? <RET>

---

Answer must be 3 digits in length and between 001 and 366.

8B Day Number: ?? <RET>

---

Indicates the day number of the last day of duty or date of effectiveness of the transaction for this employee.

Press <PF1>H for help      INSERT

The "day number" that this prompt is referring to is the "day number" of the calendar year (i.e., Jan 1 is day number 001, Jan 2 is day number 002, etc.).

## Tour of Duty Management

This option is a submenu on the Payroll Main Menu. It allows the user to list tours of duty and to display information about any tour of duty.

Select Payroll Main Menu Option: **6 <RET>** Tour of Duty Management

- 1 Display Tour of Duty
- 2 List Tours by T&L

### **Display Tour of Duty**

This option will prompt the user to select an established tour of duty. It will display the tour description, length of meal time, whether meal time is subject to premium pay, whether the tour spans two calendar days, whether the tour is available to all T&L Units, the start/stop times for each segment of the tour, and if applicable, the special tour indicator that is associated with a particular start/stop time.

This option merely displays the tour information. You may not edit the tour with this option.

Select Tour of Duty Management Option: **1** <RET> Display Tour of Duty

#### VA TIME & ATTENDANCE SYSTEM TOUR OF DUTY

Select TOUR OF DUTY: ?? <RET>

CHOOSE FROM:

1	DAY OFF	Meal: 0
2	DAILY TOUR	Meal: 0
3	INTERMITTENT-DAYS	Meal: 0
4	INTERMITTENT-HOURS	Meal: 0
9	08:00A-04:30P	Meal: 30
10	07:00A-03:30P	Meal: 30
11	08:00A-10:00A	Meal: 0
12	07:30A-04:00P	Meal: 30
14	08:00A-11:00A	Meal: 0
15	07:45A-04:15P (5P-6P OC)	Meal: 30
16	04:00A-12:30P	Meal: 30
17	09:00P-05:30A	Meal: 30
18	04:00A-NOON	Meal: 30
19	08:00P-08:00P	Meal: 0
20	11:30P-07:30A	Meal: 0
22	08:00A-09:00A	Meal: 0
23	08:00A-03:30P	Meal: 30
24	09:00A-03:30P	Meal: 30
25	10:00A-NOON	Meal: 0
26	01:00P-04:00P	Meal: 0
28	07:00P-MID	Meal: 0

'^' TO STOP: ^ <RET>

Select TOUR OF DUTY: **19** <RET>

VA TIME & ATTENDANCE SYSTEM  
TOUR OF DUTY

Tour Hours: 08:00P-08:00P

Description:

Meal Time: 0

Meal on Premium Time?

All T&Ls? NO

Two-Day Tour?

	YES	START	STOP	CODE
1		08:00P	08:00P	
2				
3				
4				
5				
6				
7				

---

Exit Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.

COMMAND: **EXIT** <RET>

INSERT

### List Tours by T&L

With this option the user is prompted to select a particular Time and Leave Unit (T&L) or ALL T&L Units. If a particular T&L is selected, then all the tours associated with it are displayed. If ALL T&Ls are selected, then all tours of duty will be displayed along with the T&Ls associated with the tour.

The tour number, tour name, number of hours in the tour, start/stop times of the various segments of the tour, any special indicators for each time segment and the T&L(s) associated with the tour are displayed.

Select Tour of Duty Management Option: 2 <RET> List Tours by T&L

Select T&L Unit (or ALL): 101 <RET>

Select Device: HOME// <RET> ANYWHERE RIGHT MARGIN: 80// <RET>

19-Jul-94 T & L T O U R L I S T Page 1

101

#	Tour	Hrs.	Segment	Special Indicator
15	07:45A-04:15P (5P-6P OC)	8.00	07:45A-04:15P 05:00P-06:00P	On-Call
9	08:00A-04:30P	8.00	08:00A-04:30P	
100	08:00A-08:00A	24.00	08:00A-08:00A	
140	08:30A-05:00P	8.00	08:30A-05:00P	
2	DAILY TOUR	0.00		
1	DAY OFF	0.00		

Press RETURN to Continue. ^ <RET>



Select T&L Unit (or ALL): **ALL** <RET>

Select Device: HOME// <RET> ANYWHERE RIGHT MARGIN: 80// <RET>

24-Aug-94 T & L T O U R L I S T Page 1

#	Tour	Hrs.	Segment	Special Indicator
339	00:15A-08:00A On Call	0.00	00:15A-08:00A	On-Call

T&Ls: All

26	01:00P-04:00P	3.00	01:00P-04:00P	
----	---------------	------	---------------	--

T&Ls: All

111	01:00P-05:00P	4.00	01:00P-05:00P	
-----	---------------	------	---------------	--

T&Ls: All

251	01:00P-09:00P	8.00	01:00P-09:00P	
-----	---------------	------	---------------	--

T&Ls:

Press RETURN to Continue. ^ <RET>

## T&L Management

This option is a submenu on the Payroll Main Menu. It allows the user to list Time and Leave Units (T&L) and display information about any T&L.

Select Payroll Main Menu Option: 7 <RET> T&L Management

- 1 Display T&L Unit
- 2 Daily T&L List

## Display T&L Unit

With this option the user is prompted to select an existing Time and Leave Unit (T&L); and the last entered timekeeper, supervisor, and OT/CT approver will be displayed. Enter one or two question marks (??) at the timekeeper, supervisor, and OT/CT approver prompts to see additional timekeepers, etc., for that T&L.

This option will display data associated with the T&L that the user may not edit. Use up/down arrow keys to advance thru the screen and to the command prompt.

Select T&L Management Option: **1** <RET> Display T&L Unit

VA TIME & ATTENDANCE SYSTEM

TIME & LEAVE UNIT

Select T&L Unit: **103** <RET>

VA TIME & ATTENDANCE SYSTEM

TIME & LEAVE UNIT

CODE: 103

NAME: ONCALL AND STANDBY

STATION # 578

SERVICE: NURSING

SECTION: ISC DEV

Time SleepTime Begins: 11:00P

Entitled Sat/Sun Premiums? YES

Select TIMEKEEPER: PAIDTIMEKEEPER,TWO

Select SUPERVISOR: PAIDSUPERVISOR,TWO

Select OT/CT APPROVER: PAIDSUPERVISOR,TWO

---

Exit Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.

COMMAND: **EXIT** <RET>

INSERT

## Daily T&L List

With this option the user is prompted to select an existing Time and Leave Unit (T&L) and a posting date. The names of the employees in the T&L, their scheduled tour of duty and any exceptions to the scheduled tour of duty are displayed.

Select T&L Management Option: **2** <RET> Daily T&L List

Select T&L Unit: **100** <RET>

Posting Date: T-1// ?? <RET>

Examples of Valid Dates:

JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057

T (for TODAY), T+1 (for TOMORROW), T+2, T+7, etc.

T-1 (for YESTERDAY), T-3W (for 3 WEEKS AGO), etc.

If the year is omitted, the computer assumes a date in the PAST.

Enter a date which is less than or equal to APR 15, 1993.

Posting Date: T-1// **T** <RET> Jan 25, 1993

Select Device: Home// <RET> ANYWHERE Right Margin: 80// <RET>

VA TIME & ATTENDANCE SYSTEM  
Mon 25-Jan-93 for T&L 100

Page 1

Employee	Scheduled Tour	Tour Exceptions
PAIDEMPLOYEE1,TWO	08:00A-04:30P	Unposted
PAIDEMPLOYEE1,THREE	Day Off	
PAIDEMPLOYEE1,FOUR	03:30P-MID MID-00:15A Scheduled Overtime	Unposted
PAIDEMPLOYEE1,FIVE	08:00A-04:30P	
PAIDEMPLOYEE1,SIX	Day Off	
PAIDEMPLOYEE1,SEVEN	Day Off	

Press RETURN to Continue. <Ret>

## List Prior Pay Period Exceptions

This option lists all time and attendance report exceptions for all records released to Payroll and/or transmitted for all previous pay periods.

Similar to this option is "Display Pay Period Exceptions" which lists all exceptions for a specific pay period.

Select Payroll Main Menu Option: **8 <RET>** List Prior Pay Period Exceptions

Select T&L Unit (or ALL): **ALL <RET>**

Select Device: HOME// **<RET>** ANYWHERE RIGHT MARGIN: 80// **<RET>**

VA TIME & ATTENDANCE SYSTEM  
PRIOR PAY PERIOD EXCEPTIONS  
25-Aug-94

Page 1

PAIDEMPLOYEE1,EIGHT (043)

26-Jul-94 04:30P AL not Requested

PAIDEMPLOYEE1,NINE (043)

31-Jul-94 MID OT not Requested

PAIDEMPLOYEE2,TEN (043)

31-Jul-94 08:00P OT not Requested

1-Aug-94 07:00A AL not Requested

PAIDEMPLOYEE2,ONE (043)

1-Aug-94 04:30P OT Supervisor Approved but pending Director Approval

PAIDEMPLOYEE2,TWO (043)

25-Jul-94 08:00A AL not Requested

Press RETURN to Continue. **<RET>**

VA TIME & ATTENDANCE SYSTEM  
PRIOR PAY PERIOD EXCEPTIONS  
25-Aug-94

Page 2

PAIDEMPLOYEE2,TWO (043)  
29-Jul-94 02:30P SL not Requested

PAIDEMPLOYEE2,THREE (044)  
18-Feb-93 08:00A CU not Requested  
9-Feb-93 07:30P CT Posted exceeds Requested Hours

PAIDEMPLOYEE2,FOUR (044)  
9-Feb-93 08:30P TV Posted outside of Tour Hours  
10-Feb-93 06:00P TV Posted outside of Tour Hours

PAIDEMPLOYEE2,FIVE (044)  
25-Jan-93 03:30P AL not Requested

PAIDEMPLOYEE2,SIX (044)

Press RETURN to Continue. ^ <RET>

## Create Employee Record for Pay Period

This option will allow Payroll to create a time and attendance report entry for a new employee or an employee returning to duty from Extended LWOP. The employee must exist in the PAID EMPLOYEE (#450) file.

Select Payroll Main Menu Option: **9** <RET> Create Employee Record for Pay Period

Select PAY PERIOD: **92-24** <RET>

Select EMPLOYEE: **PAIDEMPLOYEE2,SEVEN** <RET>

Warning: Separation Indicator is not N.

Warning: No T&L Unit has been specified.

OK to Create Record for this Employee? **Y** <RET>

Select T&L UNIT CODE: **100** <RET>

Pay Period opened for this Employee.

Select EMPLOYEE: <RET>

## Employee Inquiry Menu

This option allows the Fiscal user to access a menu of employee inquiry options to view employee data in the PAID EMPLOYEE (#450) and PAID PAYRUN DATA (#459) files.

Select Payroll Main Menu Option: **10 <RET>** Employee Inquiry Menu

### PRIVACY ACT STATEMENT

In accordance with OPM and VA policies this information is to be furnished for use only as authorized. It will not be reproduced or used for any other purposes. Any output must be secured in a storage system adequate to insure against disclosure to unauthorized parties. Disposal will be by burning, shredding, or other treatment to destroy their legibility.

- 1 Print Employee Entries
- 2 Search Employee Entries
- 3 Employee Inquiry
- 4 Payrun Data Inquiry
- 5 Update PAID Codes



## **Print Employee Entries**

This option allows the Fiscal user to print data from the PAID EMPLOYEE (#450) and PAID PAYRUN DATA (#459) files.

Select Employee Inquiry Menu Option: **1** <RET> Print Employee Entries  
Select FILE: PAID EMPLOYEE// <RET>

Include separated employees? NO// <RET> (NO)

Separated employees will not be included.

SORT BY: EMPLOYEE NAME// <RET>  
START WITH EMPLOYEE NAME: FIRST// <RET>  
FIRST PRINT FIELD: ?? <RET>

CHOOSE FROM:

.01	EMPLOYEE NAME
1	ADDNL LIFE INSURANCE
2	STATION EOD
3	ASSIGNMENT
4	CITIZENSHIP
6	STATION NUMBER
7	T & L UNIT
8	SSN
9	DUTY BASIS
11	FLSA
13	GRADE
14	LEAVE GROUP
15	8B NORMAL HOURS
15.5	OCCUPATION SERIES CODE
16	OCCUPATION SERIES & TITLE
17	COST CENTER
18	SUBACCT CODE
19	PAY BASIS
20	PAY PLAN
26	RETIREMENT CODE
27	SALARY DATE

'^' TO STOP: ^ <RET>

TYPE '&' IN FRONT OF FIELD NAME TO GET TOTAL FOR THAT FIELD,  
'!' TO GET COUNT, '+' TO GET TOTAL & COUNT, '#' TO GET MAX & MIN,  
']' TO FORCE SAVING PRINT TEMPLATE

YOU CAN FOLLOW FIELD NAME WITH ';' AND FORMAT SPECIFICATION(S)

THEN PRINT FIELD: **13** <RET> GRADE

THEN PRINT FIELD: **28** <RET> SALARY

THEN PRINT FIELD: <RET>

HEADING: PAID EMPLOYEE SEARCH Replace <RET>

DEVICE: <RET> ANYWHERE RIGHT MARGIN: 80// <RET>



Select FILE: PAID EMPLOYEE// ?? <RET>

CHOOSE FROM:

450 PAID EMPLOYEE  
459 PAID PAYRUN DATA

Select FILE: PAID EMPLOYEE// 459 <RET> PAID PAYRUN DATA

SORT BY: PAY PERIOD// <RET>

START WITH PAY PERIOD: FIRST// <RET>

FIRST PRINT FIELD: 1 <RET> EMPLOYEE (multiple)

FIRST PRINT EMPLOYEE SUB-FIELD: .01 <RET> NAME

THEN PRINT EMPLOYEE SUB-FIELD: 76 <RET> SICK LEAVE USED CPPD

THEN PRINT EMPLOYEE SUB-FIELD: <RET>

THEN PRINT FIELD: <RET>

HEADING: PAID PAYRUN DATA LIST Replace <RET>

DEVICE: HOME// <RET> ANYWHERE RIGHT MARGIN: 80// <RET>

PAID PAYRUN DATA LIST AUG 25,1994 16:46 PAGE 1

NAME SICK  
LEAVE  
USED  
CPPD

PAY PERIOD: 93-12

PAIDEMPLOYEE2,EIG 4.00  
PAIDEMPLOYEE2,NINE 6.00  
PAIDEMPLOYEE3,TEN 12.00  
PAIDEMPLOYEE3,ONE 1.50  
PAIDEMPLOYEE3,TWO  
PAIDEMPLOYEE3,THREE 6.50

Select FILE: PAID EMPLOYEE// ^ <RET>

As of July 2012, a new field, "TELEWORK INDICATOR," can be added to the report. This field displays the employees' telework status, as shown:

PAID EMPLOYEE SEARCH JUN 10,2012 13:38 PAGE 1  
EMPLOYEE

NAME TELEWORK ASSIGNMENT GRADE

ANDERSON,ANNA L EMPLOYEE REGULARLY TELEWORKS THREE OR MORE DAYS PER PAY PERIOD.

NONE 12

ARCHBALD,KENDRA M

POSITION IS SUITABLE FOR TELEWORK AND EMPLOYEE IS ELIGIBLE, BUT NO TELEWORK AGREEMENT IN PLACE.

NONE 14

## ***Search Employee Entries***

This option allows the Fiscal user to search for data from the PAID EMPLOYEE (#450) and PAID PAYRUN DATA (#459) files.

Select Employee Inquiry Menu Option: **2** <RET> Search Employee Entries  
Select FILE: PAID EMPLOYEE// <RET>

Include separated employees? NO// <RET> (NO)

Separated employees will not be included.

-A- SEARCH FOR PAID EMPLOYEE FIELD: ?? <RET>

CHOOSE FROM:

.01	EMPLOYEE NAME
1	ADDNL LIFE INSURANCE
2	STATION EOD
3	ASSIGNMENT
4	CITIZENSHIP
6	STATION NUMBER
7	T & L UNIT
8	SSN
9	DUTY BASIS
11	FLSA
13	GRADE
14	LEAVE GROUP
15	8B NORMAL HOURS
15.5	OCCUPATION SERIES CODE
16	OCCUPATION SERIES & TITLE
17	COST CENTER
18	SUBACCT CODE
19	PAY BASIS
20	PAY PLAN
26	RETIREMENT CODE
27	SALARY DATE
'^'	TO STOP: ^ <RET>

-A- SEARCH FOR PAID EMPLOYEE FIELD: **13** <RET> GRADE

-A- CONDITION: ?? <RET>

CHOOSE FROM:

1	NULL
2	CONTAINS
3	MATCHES
4	LESS THAN
5	EQUALS
6	GREATER THAN

YOU CAN NEGATE ANY OF THESE CONDITIONS BY PRECEDING THEM WITH "'" OR "-" SO THAT "'NULL'" MEANS "NOT NULL"

-A- CONDITION: **5** <RET> EQUALS

-A- EQUALS: 12 <RET>

-B- SEARCH FOR PAID EMPLOYEE FIELD: <RET>

IF: A// <RET> GRADE EQUALS 12

STORE RESULTS OF SEARCH IN TEMPLATE: <RET>

SORT BY: EMPLOYEE NAME// <RET>

START WITH EMPLOYEE NAME: FIRST// <RET>

FIRST PRINT FIELD: .01 <RET> EMPLOYEE NAME

THEN PRINT FIELD: 13 <RET> GRADE

THEN PRINT FIELD: <RET>

HEADING: PAID EMPLOYEE SEARCH Replace <RET>

DEVICE: <RET> ANYWHERE RIGHT MARGIN: <RET> PAID EMPLOYEE SEARCH

PAID EMPLOYEE SEARCH FEB 16,1993 14:58 PAGE 1  
EMPLOYEE NAME GRADE

-----  
PAIDEMPLOYEE3,FOUR 12  
PAIDEMPLOYEE3,FIVE 12  
PAIDEMPLOYEE3,SIX 12  
PAIDEMPLOYEE3,SEVEN 12  
PAIDEMPLOYEE3,EIGHT 12

5 MATCHES FOUND.

As of July 2012, a new field, "TELEWORK INDICATOR," can be used in the search criteria. This field displays a brief description of the employees' telework indicators, as shown:

PAID EMPLOYEE SEARCH JUN 10,2012 13:38 PAGE 1  
EMPLOYEE TELEWORK  
NAME INDICATOR

-----  
ANDERSON,ANNA L EMPLOYEE REGULARLY TELEWORKS THREE OR MORE DAYS PER PAY PERIOD.

ARCHBALD,KENDRA M POSITION IS SUITABLE FOR TELEWORK AND EMPLOYEE IS ELIGIBLE, BUT NO TELEWORK AGREEMENT IN PLACE.





PAIDEMPLOYEE3,NINE  
000-00-0039

CHIEF OF STAFF

DUTY STATION: 578  
T&L:

-----  
LAST PP: 17

VERIFICATION OF EMPLOYMENT

PAGE 1  
-----

PAY PLAN	L	
OCCUPATION SERIES & TITLE	066106	PHARMACY TECHNICIAN
GRADE	05	
STEP	09	
SALARY	21,501.00	
GROSS PAY YTD	8,240.00	
TYPE OF APPOINTMENT	1	CAREER
PAY BASIS	1	PER ANNUM
DUTY BASIS	1	FULL-TIME
NORMAL HOURS	50	
8B NORMAL HOURS	50.00	
FTE EQUIVALENT	1.00	
SERVICE COMPUTATION DATE	JAN 29, 1976	
STATION EOD	APR 21, 1991	
ACCESSION/SEPARATION CODE	S	
VA STATION TRANSFERRED FROM	537	

Press RETURN to continue: <RET>

Only data for "Verification of Employment" will be displayed here. Choose other options as desired.



## Payrun Data Inquiry

This option allows designated Fiscal Service users to view the PAID PAYRUN DATA (#459) file.

Select Employee Inquiry Menu Option: **4** <RET> Payrun Data Inquiry  
Select PAID PAYRUN DATA PAY PERIOD: **93-12** <RET>  
Select EMPLOYEE NAME: **PAIDEMPLOYEE4,TEN** <RET> 000-00-0040

PAIDEMPLOYEE4,TEN VCS DUTY STATION: 578  
000-00-0040 T&L:

---

PAY PERIOD: 93-12

- 1 General Information
- 2 Earnings
- 3 Deductions
- 4 Leave

Select a number: **1** <RET>  
DEVICE: <RET> ANYWHERE RIGHT MARGIN: 80// <RET>

PAIDEMPLOYEE4,TEN VCS DUTY STATION: 578  
000-00-0040 T&L:

---

PAY PERIOD: 93-12 GENERAL INFORMATION PAGE 1

---

PAY PLAN	E	ES
GRADE	00	
STEP	04	
DUTY BASIS	1	FULL-TIME
8B NORMAL HOURS	80	
SALARY	27,360.72	

Press RETURN to continue: <RET>

Choose above options 2 thru 4 as desired. Only data for "General Information" will be shown here.

### **Update PAID Codes (General Updates)**

This option allows the user to enter, edit or delete PAID codes and their descriptions from the PAID CODE FILES (#454). The user must have the PRS PAID CODE KEY or this option will not appear.

Select Employee Inquiry Menu Option: **5 <RET>** Update PAID Codes

Select FILE: **?? <RET>**

CHOOSE FROM:

- 1 OCCUPATION SERIES/TITLE
- 3 PERFORMANCE/PROFICIENCY RATING
- 5 PAY BASIS
- 6 VETERANS PREFERENCE
- 7 TYPE OF APPOINTMENT
- 8 EDUCATION
- 11 FEGLI
- 13 ACADEMIC TITLE
- 14 PAY RATE DETERMINANT
- 18 COUNTRY
- 19 SPECIAL PAY AGREEMENT
- 20 NO AGREEMENT REASON
- 21 PRIOR VA EXPERIENCE
- 22 POSITION PREFERENCE
- 23 GEOGRAPHICAL PREFERENCE
- 24 FOLLOWUP CODE
- 26 SEX
- 27 CITIZENSHIP
- 31 FUNCTIONAL CODE
- 33 FLSA CODE
- 34 DUTY BASIS
- '^' TO STOP: **^ <RET>**

Select FILE: **3 <RET>** PERFORMANCE/PROFICIENCY RATING

Select PERFORMANCE/PROFICIENCY RATING CODE: **A <RET>**

OUTSTANDIN

G CODE: A// **<RET>**

DESCRIPTION: OUTSTANDING// **<RET>**

Select PERFORMANCE/PROFICIENCY RATING CODE: **<RET>**

Select FILE: **<RET>**

### **Update PAID Codes (Telework Indicators)**

This option allows the user to view telework indicators and descriptions from the PAID CODE FILES (#454). The user must have the PRS PAID CODE KEY or this option will not be available.

#### PRIVACY ACT STATEMENT

In accordance with OPM and VA policies this information is to be furnished for use only as authorized. It will not be reproduced or used for any other purposes. Any output must be secured in a storage system adequate to insure against disclosure to unauthorized parties. Disposal will be by burning, shredding, or other treatment to destroy their legibility.

- 1 Print Employee Entries
- 2 Search Employee Entries
- 3 Employee Inquiry
- 4 Payrun Data Inquiry
- 5 Update PAID Codes
- 6 View Labor Distribution(s)

Select Employee Inquiry Menu Option: 5 Update PAID Codes

Select FILE: 454 TELEWORK INDICATOR

Select TELEWORK INDICATOR TELEWORK CODE: ?

Answer with TELEWORK INDICATOR TELEWORK CODE

Choose from:

- A
- E
- P
- R
- S
- V
- X
- Y
- Z

You may enter a new TELEWORK INDICATOR, if you wish

Answer must be 1 character in length.

Select TELEWORK INDICATOR TELEWORK CODE: P

TELEWORK CODE: P//

DESCRIPTION: Employee regularly teleworks three or more days per pay period.

The PAID CODES file (#454) includes an entry for the new telework code set as defined in Table 1.

Eligible Code	Code Definition	To Track
P	Employee regularly teleworks three or more days per pay period.	Yes
R	Employee regularly teleworks one or two days per pay period.	Yes
S	Employee regularly teleworks one day per month.	Yes
A	Ad Hoc Telework. Employee teleworks only on an as-needed basis. This includes Continuity of Operations (COOP), National/Regional emergencies, situational basis (temporary), and Office of Workers Compensation-related telework.	Yes
X	Position is suitable for telework and employee is eligible, but no telework agreement is in place.	No
Y	Position is suitable for telework, but employee is not eligible to telework.	No
Z	Position is not suitable for telework. This code is used only when the employee's position makes teleworking impossible.	No
V	Employee who is virtual.	No
E	Employee regularly teleworks three or more days per work week.	Yes
Blank	Default. No telework code has been entered.	No

**Table 2:PAID Code Definitions**

## List/Clear Prior Pay Period Corrections

This option allows the user to list and/or clear time and attendance report corrections for all previous pay periods. The user may select "All" or a specific T&L to view data. After corrected data has been sent to the Austin Automation Center, the user may answer "yes" at the "Clear Correction" prompt, so as to clear the data.

Select Payroll Main Menu Option: **11 <RET>** List/Clear Prior Pay Period Corrections

VA TIME & ATTENDANCE SYSTEM  
PRIOR PAY PERIOD CORRECTIONS

Select T&L Unit (or ALL): **ALL <RET>**

Select Device: HOME// **<RET>** ANYWHERE RIGHT MARGIN: 80// **<RET>**

PAIDEMPLOYEE4,ONE 000-00-0041  
Station: 578 Normal Hours: 80 Duty Basis: 1  
T&L: 043 Pay Plan: U Flextime:  
Pay Per: 93-02 FLSA: N

-----  
\* \* \* Prior Data \* \* \*

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Week 1								0.00
Week 2								0.00

-----  
\* \* \* Corrected Data \* \* \*

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Week 1	50.00	50.00	50.00	50.00	50.00	50.00	50.00	350.00
Week 2	50.00	50.00	50.00	50.00	50.00	50.00	50.00	350.00

-----  
Clear Correction? **No <RET>**

## Change Employee T&L Unit

This option allows the user to change an employee's T&L Unit immediately (as soon as the employee transfers to another T&L), as opposed to waiting until the beginning of the next pay period. The user will enter the new T&L at the "T&L Unit" prompt.

Select Payroll Main Menu Option: **12** <RET> Change Employee T&L Unit

Select EMPLOYEE: **PAIDEMPLOYEE4,TWO** <RET> 000-00-0042  
T&L UNIT: 043// **101** <RET>

Select EMPLOYEE: **PAIDEMPLOYEE4,TWO** <RET> 000-00-0042  
T&L UNIT: 101// <RET>

## List Un-Certified Employees

This allows the user to list the status of the time and attendance reports for the current pay period by selecting a specific T&L. It shows the employees that have not been released to Payroll. Similar to this option is "Un-Certified Employees - All T&Ls" which lists the time and attendance reports of employees of all T&Ls.

Select Payroll Main Menu Option: **13 <RET>** List Un-Certified Employees

VA TIME & ATTENDANCE SYSTEM  
UN-CERTIFIED EMPLOYEES

Page 1

Select T&L Unit: **902 <RET>**

902 INFORMATION SERVICES CENTER

Sun 4-Apr-93 to Sat 17-Apr-93

000-00-0043	PAIDEMPLOYEE4,THREE
000-00-0044	PAIDEMPLOYEE4,FOUR
000-00-0045	PAIDEMPLOYEE4,FIVE
000-00-0046	PAIDEMPLOYEE4,SIX
000-00-0047	PAIDEMPLOYEE4,SEVEN
000-00-0048	PAIDEMPLOYEE4,EIGHT
000-00-0049	PAIDEMPLOYEE4,NINE
000-00-0050	PAIDEMPLOYEE5,TEN
000-00-0051	PAIDEMPLOYEE5,ONE
000-00-0052	PAIDEMPLOYEE5,TWO

## Clear Prior Pay Period Exceptions

With this option the user is able to clear all time and attendance report exceptions for all records released to Payroll and/or transmitted for all previous pay periods (exceptions listed in File 458.5).

Select Payroll Main Menu Option: **14 <RET>** Clear Prior Pay Period Exceptions

Select T&L Unit (or ALL): **ALL <RET>**

VA TIME & ATTENDANCE SYSTEM  
PRIOR PAY PERIOD EXCEPTIONS  
17-Jul-95

Page 1

PAIDEMPLOYEE5,THREE  
12-Feb-93 08:00P OT Posted exceeds Requested Hours

Clear Prior Pay Period Exception? **No <RET>**



## List Leave Requests

This option allows Payroll users to display leave requests for a specific T&L.

Select Payroll Main Menu Option: **15 <RET>** List Leave Requests

Select T&L Unit: **100 <RET>**

Select EMPLOYEE (or RETURN for all): **<RET>**

Begin with Date: **1/1/95 <RET>** (JAN 01, 1995)

End with Date: **7/1/95 <RET>** (JUL 01, 1995)

Sort by: (E=Employee D=Date) E// **<RET>**

Select Device: HOME// **<RET>** HYPER SPACE RIGHT MARGIN: 80// **<RET>**

VA TIME & ATTENDANCE SYSTEM  
T&L 100 LEAVE REQUESTS

Page 1

From 1-Jan-95 to 1-Jul-95

PAIDEMPLOYEE5,FOUR

000-00-0054

08:00A 10-Jan-95 to 04:30P 10-Jan-95 8 hrs Annual Leave Approved

TEST CASE

08:00A 1-Jun-95 to 03:00P 5-Jun-95 22.50 hrs Annual Leave Requested

08:00A 2-Jun-95 to 04:30P 2-Jun-95 8 hrs Annual Leave Requested

08:00A 5-Jun-95 to 09:00A 5-Jun-95 1 hrs Authorized Absence Requested

XXXX

08:00A 12-Jun-95 to 04:30P 12-Jun-95 8 hrs Annual Leave Requested

08:00A 27-Jun-95 to 10:00A 27-Jun-95 2 hrs Annual Leave Requested

08:00A 27-Jun-95 to 10:00A 27-Jun-95 2 hrs Annual Leave Requested

Press RETURN to Continue. **<RET>**

## List OT/CT Requests

This option allows Payroll users to display a list of OT/CT requests for a specific T&L.

Select Payroll Main Menu Option: **16** <RET> List OT/CT Requests

Select T&L Unit: **100** <RET>

Select EMPLOYEE (or RETURN for all): <RET>

Begin with Date: **7/1/94** <RET> (JUL 01, 1994)

End with Date: **7/1/95** <RET> (JUL 01, 1995)

Select Device: HOME// <RET> HYPER SPACE RIGHT MARGIN: 80// <RET>

VA TIME & ATTENDANCE SYSTEM  
T&L 100 OT/CT REQUESTS

Page 1

From 1-Jul-94 to 1-Jul-95

PAIDEMPLOYEE5,FIVE 000-00-0055  
8-Oct-94 5 Hrs. OVERTIME on T&L 100 Requested  
NEED MONEY

PAIDEMPLOYEE5,SIX 000-00-0056  
8-Oct-94 5 Hrs. OVERTIME on T&L 100 Cancelled  
NEED THE MONEY  
Supr: DONT DO IT

Press RETURN to Continue. <RET>

## Display Complete Request/Pay Period Records

This option allows the user to display all of the fields of leave, OT/CT requests, Environmental Differential, and Pay Period records for an employee.

Select Payroll Main Menu Option: **17 <RET>** Display Complete Request/Pay Period Records

- 1 Display Leave Request
- 2 Display OT/CT Request
- 3 Display Environmental Differential Request
- 4 Display Pay Period for Employee

## ***Display Leave Request***

This option allows the user to display all of the fields of a leave request.

Select Display Complete Request/Pay Period Records Option: **1** <RET> Display Leave Request

Select EMPLOYEE: **73** <RET> 07-14-95

Select Device: HOME// <RET> HYPER SPACE RIGHT MARGIN: 80// <RET>

SEQUENCE #:	73	EMPLOYEE:	PAIDEMPLOYEE5,SEVEN
FROM DATE:	JUL 14, 1995	FROM TIME:	02:00P
TO DATE:	JUL 14, 1995	TO TIME:	04:30P
TYPE OF LEAVE:	Authorized Absence	REMARKS:	ATTENDING SEMINAR
STATUS:	Requested	ENTERED BY:	PAIDEMPLOYEE5,SEVEN
DATE/TIME ENTERED:	JUL 11, 1995@13:54:49		
ESTIMATED HOURS/DAYS:	2.5	DAYS OR HOURS:	HOURS

### **Display OT/CT Request**

With this option, the user can display all of the fields of an OT/CT request showing exactly who approved certain actions and when they were approved.

Select Display Complete Request/Pay-Period Records Option: **2** <RET> Display  
OT/CT Request

Select EMPLOYEE: **25** <RET> 04-21-94

Select Device: HOME// <RET> HYPER SPACE RIGHT MARGIN: 80// <RET>

SEQUENCE #: 25 EMPLOYEE: PAIDEMPLOYEE5,EIGHT  
REQUESTED WORK DATE: APR 21, 1994 TYPE OF TIME: COMP TIME  
HOURS REQUESTED: 3.25 JUSTIFICATION: DEADLINE  
STATUS: Supr. App. T&L WORKED: 111  
ENTRY PERSON: PAIDSUPERVISR,THREE ENTRY DATE/TIME: MAY 13, 1994@10:15:41  
SUPERVISOR: PAIDSUPERVISR,THREE  
SUPR. ACTION DATE/TIME: MAY 26, 1994@08:07:20  
SUPR. ES: PAIDSUPERVISR,THREE

## ***Display Environmental Differential Request***

This option allows Payroll to display all of the fields of an Environmental Differential Request for an employee.

Select Display Complete Request/Pay Period Records Option: **3** <RET> Display Environmental Differential Request

Select EMPLOYEE: **26** <RET> 02-16-93

Select Device: HOME// <RET> HYPER SPACE RIGHT MARGIN: 80// <RET>

SEQUENCE #:	26	EMPLOYEE:	PAIDTIMEKEEPR,THREE
FROM DATE:	FEB 16, 1993	FROM TIME:	03:30P
MEAL TIME:	0	TO TIME:	04:30P
TYPE OF EXPOSURE:	SECOND-HAND SMOKE	JUSTIFICATION:	SMOKESTACK
STATUS:	Cancelled	ENTERED BY:	PAIDSUPERVISR,THREE
DATE/TIME ENTERED:	MAR 15, 1994@14:04:57		

## Display Pay Period for Employee

This option allows the user to display all of the fields of a pay period for a selected employee.

Select Display Complete Request/Pay-Period Records Option: **4** <RET> Display  
Pay Period for Employee

Select EMPLOYEE: **PAIDTIMEKEEPR,THREE** <RET> 000-00-0003

Select PAY PERIOD: **95-03** <RET>

Select Device: HOME// <RET> HYPER SPACE RIGHT MARGIN: 80// <RET>

EMPLOYEE: PAIDTIMEKEEPR,THREE	STATUS: TIMEKEEPER
CUR. PP COMPRESSED INDICATOR: None	
DAY #: 1	TOUR OF DUTY: DAY OFF
DAY #: 2	TOUR OF DUTY: 08:00A-04:30P
TOUR LENGTH: 8	TOUR #1 SCH START TIME-1: 08:00A
TOUR #1 SCH STOP TIME-1: 04:30P	
DAY #: 3	TOUR OF DUTY: 08:00A-04:30P
TOUR LENGTH: 8	TOUR #1 SCH START TIME-1: 08:00A
TOUR #1 SCH STOP TIME-1: 04:30P	
DAY #: 4	TOUR OF DUTY: 08:00A-04:30P
TOUR LENGTH: 8	TOUR #1 SCH START TIME-1: 08:00A
TOUR #1 SCH STOP TIME-1: 04:30P	
DAY #: 5	TOUR OF DUTY: 08:00A-04:30P
TOUR LENGTH: 8	TOUR #1 SCH START TIME-1: 08:00A
TOUR #1 SCH STOP TIME-1: 04:30P	
DAY #: 6	TOUR OF DUTY: 08:00A-04:30P
TOUR LENGTH: 8	TOUR #1 SCH START TIME-1: 08:00A
TOUR #1 SCH STOP TIME-1: 04:30P	
DAY #: 7	TOUR OF DUTY: DAY OFF
DAY #: 8	TOUR OF DUTY: DAY OFF

Enter RETURN to continue or '^' to exit: <RET>

DAY #: 9	TOUR OF DUTY: 08:00A-04:30P
TOUR LENGTH: 8	TOUR #1 SCH START TIME-1: 08:00A
TOUR #1 SCH STOP TIME-1: 04:30P	
DAY #: 10	TOUR OF DUTY: 08:00A-04:30P
TOUR LENGTH: 8	TOUR #1 SCH START TIME-1: 08:00A
TOUR #1 SCH STOP TIME-1: 04:30P	
DAY #: 11	TOUR OF DUTY: 08:00A-04:30P
TOUR LENGTH: 8	TOUR #1 SCH START TIME-1: 08:00A
TOUR #1 SCH STOP TIME-1: 04:30P	
DAY #: 12	TOUR OF DUTY: 08:00A-04:30P
TOUR LENGTH: 8	TOUR #1 SCH START TIME-1: 08:00A
TOUR #1 SCH STOP TIME-1: 04:30P	
DAY #: 13	TOUR OF DUTY: 08:00A-04:30P
TOUR LENGTH: 8	TOUR #1 SCH START TIME-1: 08:00A
TOUR #1 SCH STOP TIME-1: 04:30P	
DAY #: 14	TOUR OF DUTY: DAY OFF

## Employee Reports

This options allows the user to display all employee reports for a selected employee.

Select Payroll Main Menu Option: **18** <RET> Employee Reports

- 1 Expenditures
- 2 Employee Overtime/CompTime Report
- 3 Employee Prior Pay Period Adjustments
- 4 Employee Leave Used
- 5 Paid T&L Report



## Expenditures

This option allows the user to view all governmental cost over one or all pay periods for a chosen year.

Select Employee Reports Option: 1 <RET> Expenditures

Select T&L Unit(s): 001 <RET>

Enter YEAR: 95 <RET> (1995)

Enter Pay Period (Return for all): 3 <RET>

THIS REPORT SHOULD BE QUEUED !

DEVICE: HOME// <RET>

EMPLOYEE COST FOR PAY PERIOD - 3  
Year: 95

DATE: 08/11/95

NAME	BASE PAY	NIGHT DIFF	HOLIDA PAY	O/TIME PAY	SUNDAY PAY	ON-CA PAY	AWARDS	REEMP ANNUIT	SAT PAY	GROSS PAY	G/SHARE BENEFITS	GROSS COST
PDEMP,C	1212.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1212.40	200.00	1412.40
PDEMP,D	1360.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1360.00	300.00	1660.00
PDEMP,E	2060.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2060.80	412.32	2473.12
PDEMP,F	2248.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2248.80	173.65	2422.45
PDEMP,G	1212.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1212.40	200.00	1412.40
PDEMP,H	1360.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1360.00	300.00	1660.00
PDEMP,I	2060.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2060.80	412.32	2473.12
PDEMP,J	2248.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2248.80	173.65	2422.45
PDEMP,K	1212.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1212.40	200.00	1412.40
PDEMP,L	1360.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1360.00	300.00	1660.00
PDEMP,M	2060.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2060.80	412.32	2473.12
PDEMP,N	2248.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2248.80	173.65	2422.45
PDEMP,O	1212.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1212.40	200.00	1412.40
PDEMP,P	1360.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1360.00	300.00	1660.00
PDEMP,R	2060.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2060.80	412.32	2473.12
PDEMP,S	2248.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2248.80	173.65	2422.45
T&L 001	-----	----	----	----	----	----	----	----	----	-----	-----	-----
Total:	27528.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27528.00	4343.88	31871.88

DHCP PAID REPORT E001

VA TIME & ATTENDANCE SYSTEM

STATION: 578 / T&L: 001

## Employee Overtime/Comp Time Report

This option allows the user to display the OT/CT that an employee has taken over one or all pay periods during a selected calendar year.

Select Employee Reports Option: 2 <RET> Employee Overtime/CompTime Report  
 Select T&L: 902 <RET>  
 Enter YEAR: 95 <RET> (1995)  
 Enter employee name (Return for ALL): <RET>  
 Enter Pay Period (Return for all in this yr.): <RET>  
 THIS IS A 132 COLUMN REPORT!  
 DEVICE: HOME// HOME <RET>

EMPLOYEE OT/CT REPORT  
 Year: 95 T&L: 902

DATE" 04/27/95

P/P	DATE	NAME	SSN	GROSS PAY	C/T USED	C/T BAL	O/T HRS	O/T PAY
01	01/08/95	PDEMP,A	000-00-1000	1248.72	0.00	0.00	4.00	87.12
		PDEMP,B	000-00-2000	2491.08	0.00	0.00	12.00	287.88
		PDEMP,C	000-00-3000	1948.76	0.00	0.00	4.00	95.96
		PDEMP,D	000-00-4000	1403.50	0.00	0.00	9.00	202.70
		PDEMP,E	000-00-5000	2203.20	2.00	0.00	0.00	0.00
			P/P-Totals:		9295.26	2.00	0.00	29.00
		TOTALS:		9295.26	2.00	0.00	29.00	673.66
02	01/22/95	PDEMP,G	000-00-6000	1804.75	0.00	0.00	5.00	119.95
		PDEMP,H	000-00-7000	1172.49	0.00	0.00	0.50	10.89
		PDEMP,I	000-00-8000	1896.74	0.00	0.00	6.50	155.94
		PDEMP,J	000-00-9000	2238.48	0.00	0.00	32.75	785.68
		PDEMP,K	000-00-1100	1980.70	0.00	0.00	10.00	239.90
			P/P-Totals:		9093.16	0.00	0.00	54.75
		TOTALS:		9093.16	0.00	0.00	54.75	1312.36
DHCP PAID REPORT 0001				VA TIME & ATTENDANCE SYSTEM		STATION: 578 / T&L: 902		

## ***Employee Prior Pay Period Adjustments***

This option allows the user to view all audits over a selected date range.

```
Select Employee Reports Option: 3 <RET> Employee Prior Pay Period  
Adjustments
```

```
Select T&L: 902 <RET>
```

```
Enter Beginning Date T//1/1/95 <RET> (JAN 01, 1995)
```

```
Enter Ending Date T//4/28/95 <RET> (APR 28, 1995)
```

```
THIS IS AN 80 COLUMN REPORT !
```

```
DEVICE: HOME// <RET> TERMINAL
```

PRIOR PAY PERIOD ADJUSTMENT REPORT      DATE: 04/28/95  
 from JAN 01, 1995 to APR 28, 1995  
 for T&L 902

EMPLOYEE	TIMEKEEPER			SUPERVISOR		APPROVER		PROCESSOR	
	NAM	DATE	* **	NAM	DATE	NAM	DATE	NAM	DATE
PAIDEMPLOYEE6,TEN	PDT	02-10-95	T P	PDS	02/13/95	PDA	02/13/95	PDP	03/02/95
PAIDEMPLOYEE6,ONE	PDT	02-10-95	T P	PDS	02/13/95	PDA	02/13/95	PDP	03/02/95
PAIDEMPLOYEE6,TWO	PDT	02-10-95	T P	PDS	02/10/95	PDA	02/13/95	PDP	03/02/95
PAIDEMPLOYEE6,THREE	PDT	02-21-95	T P	PDS	02/21/95	PDA	02/22/95	PDP	03/07/95
PAIDEMPLOYEE6,FOUR	PDT	02-21-95	T P	PDS	02/22/95	PDA	02/22/95	PDP	03/07/95
PAIDEMPLOYEE6,FIVE	PDT	02-21-95	T P	PDS	02/22/95	PDA	02/22/95	PDP	03/07/95
PAIDEMPLOYEE6,SIX	PDT	02-21-95	T P	PDS	02/21/95	PDA	02/22/95	PDP	03/07/95
PAIDEMPLOYEE6,SEVEN	PDT	03-07-95	T P	PDS	03/14/95	PDA	03/16/95	PDP	03/24/95
PAIDEMPLOYEE6,EIGHT	PDT	03-14-95	T P	PDS	03/20/95	PDA	03/20/95	PDP	03/21/95
PAIDEMPLOYEE6,NINE	PDT	04-11-95	T A	PDS	04/11/95	PDA	04/12/95		
*TYPE: T=TIME V=VCS H=HAZARD/ENVIR DIFF									
**STATUS: R=REQUESTED A=APPROVED P=PAYROLL PROCESSED D=DISAPPROVED									
X=CANCELLED S=SUPR. APPROVED									
DHCP PAID REPORT AU01			VA TIME & ATTENDANCE SYSTEM			STATION: 578 / T&L: 902			

## Employee Leave Used

This option allows the user to print all previous leave taken by one or all employees over a selected date range.

Select Employee Reports Option: **4 <RET>** Employee Leave Used

Enter employee name: **PAIDEMPLOYEE7,TEN <RET>**

Report Beginning Date T//**T-300 <RET>** (OCT 06, 1994)

Report Ending Date T// **<RET>** (AUG 02, 1995)

DEVICE: HOME// **<RET>** QUEUE TO PRINT ON

..

LEAVE USED SUMMARY  
from: OCT 06, 1994 to AUG 02, 1995  
for: PAIDEMPLOYEE7,TEN - FISCAL

DATE: 08/02/95

PP	DATE	TYPE	FROM	TO	LENGTH
24	Thu 1-Dec-94	Sick Leave	11:00A	01:00P	2.00 Hours
02	Mon 23-Jan-95	Sick Leave	08:00A	04:30P	8.00 Hours
		TOTALS:	Sick Leave		10.00 Hours

DHCP PAID REPORT L003 VA TIME & ATTENDANCE SYSTEM STATION: 578 / T&L: 100

Press Return/Enter to continue. **<RET>**

## PAID T&L Report

This option allows the user to display and print timekeepers, supervisors and their certifying T&L, and overtime supervisors.

Select Employee Reports: 5 <RET> Paid T&L Report

Select T&L Unit: 902 <RET>

DEVICE: HOME// <RET> HOME

P A I D T & L R E P O R T				DATE: 07/06/95
T&L	TIMEKEEPER	SUPERVISOR	CERT T&L	O/T SUPERVISOR
902	PAIDTIMEKEEPR, FOUR	PAIDSUPERVISR, FOUR	902	PAIDSUPERVISR1, SIX
	PAIDTIMEKEEPR, FIVE	PAIDSUPERVISR, FIVE	902	PAIDSUPERVISR, NINE
	PAIDTIMEKEEPR, SIX	PAIDSUPERVISR, SIX	902	PAIDSUPERVISR1, TWO
		PAIDSUPERVISR, SEVEN	902	PAIDSUPERVISR1, FIVE
		PAIDSUPERVISR, EIGHT	900	
		PAIDSUPERVISR, NINE	900	
		PAIDSUPERVISR, TEN	902	
		PAIDSUPERVISR1, ONE	902	
		PAIDSUPERVISR1, TWO	900	
		PAIDSUPERVISR1, THREE	902	
		PAIDSUPERVISR1, FOUR	902	

DHCP PAID REPORT T001

VA TIME & ATTENDANCE SYSTEM

STATION: 578 / T&L: 902

## **Review FY Recess for 9 Month AWS Employee**

This view only option displays the Recess Schedule for nurses on the 9 month/3 month alternate work schedule (AWS). To view a 9 month/3 month AWS Recess Schedule, enter the T&L unit of the nurse. At the next prompt, enter the fiscal year or the nurse's name.

Once the schedule is selected, you may enter actions at the "Select Action" prompt to navigate through the Recess Schedule, print the Recess Schedule and display a summary. Enter a double question mark (??) at this prompt for a list of all available actions.

Following is a list of actions with a brief description. The mnemonic for each action is shown in brackets [ ] following the action name. Entering the mnemonic is the quickest way to select an action.

<b>Action</b>	<b>Description</b>
Recess Hours Summary [RS]	Enter RS to see a summary screen with recess totals. Be sure to scroll down to see the whole report.
Next Screen [+]	Move to the next screen.
Previous Screen [-]	Move to the previous screen.
Up a Line [UP]	Move up one line.
Down a Line [DN]	Move down one line.
Shift View to Right [>]	Move the screen to the right if the screen width is more than 80 characters.
Shift View to Left [<]	Move the screen to the left if the screen width is more than 80 characters.
First Screen [FS]	Move to the first screen.
Last Screen [LS]	Move to the last screen.
Go to Page [GO]	Move to any selected page in the list.
Re Display Screen [RD]	Redisplay the current screen.

Print Screen [PS]	Print the header and the portion of the list currently displayed.
Print List [PL]	Print the list of entries currently displayed.
Search List [SL]	Find selected text in list of entries.
Auto Display(On/Off) [ADPL]	Toggle the menu of actions to be displayed/not displayed automatically.
Quit [QU]	Exit the screen.



Select Employee Menu Option: **Review FY Recess** for 9 Month AWS Employee  
Select a Recess Schedule: 2007// <RET> PAIDemployee,One 2007 000-00-1111

Recess Schedule Viewer Jul 17, 2007@13:50:06 Page: 1 of 4  
FY2007 Recess Week Viewer for 9 month AWS with start date 10/01/06 (pp 06-20)  
PAIDemployee,One XXX-XX-1111 T&L Unit: 140

-Week---PayPd-Sun Mon Tue Wed Thu Fri Sat-Recess: Scheduled--Certified-----  
=====Oct 2006=====

1	06-20	1	2	3	4	5	6	7	40.00
2		8	9	10	11	12	13	14	
3	06-21	15	16	17	18	19	20	21	
4		22	23	24	25	26	27	28	
5	06-22	29	30	31	1	2	3	4	40.00

=====Nov 2006=====

6		5	6	7	8	9	10	11	7.00
7	06-23	12	13	14	15	16	17	18	40.00
8		19	20	21	22	23	24	25	
9	06-24	26	27	28	29	30	1	2	40.00

=====Dec 2006=====

10		3	4	5	6	7	8	9	
11	06-25	10	11	12	13	14	15	16	
12		17	18	19	20	21	22	23	
13	06-26	24	25	26	27	28	29	30	
14		31	1	2	3	4	5	6	

+-----Enter ?? for more actions-----

RS Recess Hours Summary  
Select Action:Next Screen// **rs** Recess Hours Summary

RECESS SCHEDULE SUMMARY Jul 17, 2007@13:50:11 Page: 1 of 1  
9 Mo. AWS Recess Summary for FY2007 AWS Start Date: 10/01/06 (pp 06-20)  
PAIDemployee,One XXX-XX-1111 T&L Unit: 140

--Week-Begin Date-----Sched Recess Hrs----TimeCard Certified-----

1	10/01/06	40.00	0.00
5	10/29/06	40.00	0.00
6	11/05/06	7.00	0.00
7	11/12/06	40.00	0.00
9	11/26/06	40.00	0.00
27	04/01/07	40.00	0.00
28	04/08/07	40.00	0.00

=====  
Total Recess. Scheduled: 247.00 Posted: 0.00

Total Weeks in AWS FY Schedule: 54.00  
Total available FY recess hrs: 540.00 (13.5 weeks)  
WARNING--Recess hours under scheduled: 293.00

-----WARNING--Recess hours are under scheduled: 293.00-----

Select Action:Quit//

## Display Employee Tour Hours

This option allows payroll staff to view any employee's tour of duty number, tour of duty hours, tour hours on each day and 8B normal hours. The Tour Hours column contains a total of any tour hours that fall on that day; therefore, two day tours will contribute hours to both days on which they fall.

Users can also choose to print the footnotes explaining the report headings.

Select Employee Reports Option: **Display Employee Tour Hours** <RET>

Select EMPLOYEE: **PAIDEMPLOYEE,ONE** <RET> 000-01-4202

000-01-4202

Select PAY PERIOD: **08-08** <RET>

Include report footnotes? N// **y** <RET> YES

DEVICE: HOME// <RET> UCX/TELNET Right Margin: 80// <RET>

VA TIME & ATTENDANCE REPORT for Payroll--NOV 07, 2008@09:08 p1  
Display Employee Tour Hours: PP 08-08 (13-Apr-08 thru 26-Apr-08)

EMPLOYEE NAME	SSN	8B NRM HRS	ToD HRS*	IEN 450
=====	=====	=====	=====	=====
PAIDEMPLOYEE,ONE	000-01-4202	40	40	14202

Day	ToD #*	Tour Week 1	Hours*	ToD #*	Tour Week 2	Hours*
---	-----	-----	-----	-----	-----	-----
Sun	1	Day Off	0.00	1	Day Off	0.00
Mon	28	07:00P-MID	5.00	1	Day Off	0.00
Tue	28	07:00P-MID	5.00	28	07:00P-MID	5.00
Wed	28	07:00P-MID	5.00	28	07:00P-MID	5.00
Thu	28	07:00P-MID	5.00	28	07:00P-MID	5.00
Fri	1	Day Off	0.00	28	07:00P-MID	5.00
Sat	1	Day Off	0.00	1	Day Off	0.00

Enter RETURN to continue or '^' to exit: <RET>

=====

FOOTNOTES TO REPORT HEADINGS

=====

\*ToD HRS (Tour of Duty Hours) The total Tour of Duty hours that fall within the  
----- two week pay period, beginning midnight Saturday. Hours that cross  
midnight from a tour that starts on the last day of a pay period will  
appear on the following pay period.

.....

\*Hours (DAILY TOUR HOURS) This column contains actual tour hours that fall  
----- on that day from the 24 hour period beginning at midnight. A two day  
tour will contribute hours to each day the tour falls on. Hours  
that cross midnight from a tour that starts on the last day of a pay  
period will appear on the following pay period.

.....

\*ToD # (Tour of Duty Number) The tour's entry number in the Tour  
----- of Duty file (#457.1)

.....

Enter return to continue.

## Chapter 4. Payroll Supervisor Menu

This is the Payroll Supervisor's menu. The options on this menu allow the user to perform the tasks needed to process a station's time and attendance reports.

The List and Display screens are provided to assist the user in the proper maintenance of employee attendance data. These screens can be used to review posted information, check schedules, leave balances, leave requests, overtime/compensatory time requests and status, etc.

### PRIVACY ACT STATEMENT

In accordance with OPM and VA policies this information is to be furnished for use only as authorized. It will not be reproduced or used for any other purposes. Any output must be secured in a storage system adequate to insure against disclosure to unauthorized parties. Disposal will be by burning, shredding, or other treatment to destroy their legibility.

- 1 Open Next Pay Period
- 2 Un-Reviewed Employees (All T&Ls)
- 3 8B Edit Checks
- 4 Transmit 8B Data to Austin
- 5 Transmission History
- 6 Payroll Table Maintenance ...
- 7 Enter/Edit Tour of Duty
- 8 Enter/Edit T&L Unit
- 9 Set Holiday Benefit Day
- 10 List Supervisors Certified by a T&L
- 11 Payroll Main Menu ...

## Open Next Pay Period

This option opens the new pay period for time and attendance report processing. This should be done by COB on the second Thursday of the current pay period. This allows timekeepers the maximum amount of time to post tours for the new pay period; also allows time for holidays to move backwards, if necessary, prior to posting. This option works like "Load 8B Data from Austin", except the records are created by this application and not transmitted from Austin via telecom mail messaging. This option populates the new pay period tour of duty files with the permanent tour of duty in the previous pay period. Any second tours are NOT carried over.

Select Payroll Supervisor Menu Option: **1** <RET> Open Next Pay Period

Do you wish to Open Pay Period 95-05 beginning 5-Mar-95 ? **Y** <RET>

Moving Current Employees into Pay Period ... ..

228 Employee Records created.

## Un-Reviewed Employees (All T&Ls)

This option allows the user to select the pay period and the T&L Unit (or ALL T&L Units) and displays the status of the employees. Payroll uses this option to track attendance data in relationship to the location of the record -- "Timekeeper" or "Payroll".

The "status" of the time and attendance reports will be "Timekeeper" until they are certified by the supervisor, then the status will be "Payroll". If time and attendance reports are returned to the timekeeper, the status will again be "Timekeeper". If time and attendance reports have been transmitted, they will not appear on the list.

Select Payroll Supervisor Menu Option: **2** <RET> Un-Transmitted Employees (All T&Ls)

Select TIME & ATTENDANCE RECORDS PAY PERIOD: 92-24// <RET>

Select T&L Unit (or ALL): **100** <RET>

Select Device: HOME// <RET> ANYWHERE RIGHT MARGIN: 80// <RET>

Un-Transmitted Employees for 92-24 NOV 25,1992@13:56:30 Page 1  
NAME T&L STATUS

PAIDTIMEKEEPRA,ONE	100	Timekeeper
PAIDTIMEKEEPRAB,TWO	100	Payroll
PAIDTIMEKEEPRAC,THREE	100	Timekeeper
PAIDTIMEKEEPRAD,FOUR	100	Timekeeper
PAIDTIMEKEEPRAE,FIVE	100	Timekeeper
PAIDTIMEKEEPRAF,SIX	100	Payroll
PAIDTIMEKEEPRAG,SEVEN	100	Timekeeper
PAIDTIMEKEEPRAH,EIGHT	100	Timekeeper
PAIDTIMEKEEPRAI,NINE	100	Timekeeper
PAIDTIMEKEEPRAJ,TEN	100	Timekeeper
PAIDTIMEKEEPRAK,ELEVEN	100	Timekeeper
PAIDTIMEKEEPRAL,TWELVE	100	Timekeeper
PAIDTIMEKEEPRAM,THIRTEEN	100	Timekeeper
PAIDTIMEKEEPRAN,FOURTEEN	100	Payroll
PAIDTIMEKEEPRAO,FIFTEEN	100	Timekeeper
PAIDTIMEKEEPRAP,SIXTEEN	100	Payroll
PAIDTIMEKEEPRAQ,SEVENTEEN	100	Payroll

Press RETURN to continue or '^' to exit: ^ <RET>

## 8B Edit Checks

This option detects most of the 8B records that would be rejected by the Austin Automation Center. This function is optional, but is strongly recommended that it be used. Only records that have been released to Payroll will go through the 8B edit checks when this option is selected.

Select Payroll Supervisor Menu Option: **3** <RET> 8B Edit Checks

Select T&L (or ALL): **ALL** <RET>

Select TIME & ATTENDANCE RECORDS PAY PERIOD: 93-03// <RET>

DEVICE: HOME// <RET> ANYWHERE RIGHT MARGIN: 80// <RET>

000-00-0071 PAIDEMPLOYEE7,ONE 116

AN010 NA200 PT320 AL010 US012 NR200 OE292 PH042 DE002

PT + PH must equal Normal Hours unless FF is coded

000-00-0072 PAIDEMPLOYEE7,TWO 116

NA200 OA272 NR200 OE272

With Duty Basis 2, PT and PH must be coded unless the Pay Plan is L, M  
or N and the Normal Hours are 1

Press RETURN to Continue. <RET>

## Transmit 8B Data to Austin

This option will transmit all 8B records that have been reviewed by Payroll to the Austin Automation Center.

Select Payroll Supervisor Menu Option: **4** <RET> Transmit 8B Data to Austin  
Select TIME & ATTENDANCE RECORDS PAY PERIOD: 93-03// <RET>

Ready to Transmit to Austin? NO// **YES** <RET>

Transmitting to Austin

502 Employees Processed



## Transmission History

This option will provide a summary of information concerning a selected pay period including the number of records transmitted, the number of mail messages sent, the number of mail messages acknowledged from Austin, the clerk who transmitted the records and the date/time of data transmission to Austin.

Select Payroll Supervisor Option: **5** <RET> Transmission History  
Select TIME & ATTENDANCE RECORDS PAY PERIOD: 93-03// <RET>

### Transmission History for Pay Period 03

Transmitting Cl	PAIDUSER,TWO
Transmitting Date/Ti	DEC 15, 1992

Total Number of Employees Transmitted:	3
Total Number of Records Transmitted:	3

Total Number of Messages for Transmission:	1
Number of Messages Acknowledged by Austin:	1

Press RETURN to Continue. <RET>

## Payroll Table Maintenance

This option is a submenu on the Payroll Supervisor's Menu. The options on this submenu allow the user to display Special Tour Indicators, Types of Time, Time Remarks and Entitlement Table entries.

Select Payroll Supervisor Menu Option: **6** <RET> Payroll Table Maintenance

- 1 Display Special Tour Indicator
- 2 Display Type of Time Table
- 3 Display Time Remarks
- 4 Display Entitlement Table

### **Display Special Tour Indicator**

This option displays a list of the special tour indicators, the type of time associated with each indicator and the indicator's code.

Select Payroll Table Maintenance Options: 1 <RET> Display Special Tour Indicator

DEVICE: <RET> ANYWHERE RIGHT MARGIN: 80// <RET>

SPECIAL TOUR INDICATOR JAN 28, 1993 11:18 PAGE 1

NAME	TYPE OF TIME	CODE
------	--------------------	------

---

No Premium Pay	RG	8
On-Call	ON	5
Phy/Den Core Hours	RG	3
Scheduled Comp Time	CT	2
Scheduled Overtime	OT	1
Shift 2	RG	6
Shift 3	RG	7
Standby	SB	4

### Display Type of Time Table

This option displays a list of the various types of time that may be coded on a time and attendance report. The code, a short description and a long description are displayed for each entry.

Select Payroll Table Maintenance Option: 2 <RET> Display Type of Time Table

DEVICE: <RET> HYPER SPACE RIGHT MARGIN: 80// <RET>

TYPE OF TIME AUG 10,1995 11:38 PAGE 1  
SHORT  
CODE DESCRIPTION LONG DESCRIPTION

---

AA	AUTH ABS	Authorized Absence
AD	ADOPT	Adoption
AL	ANNUAL LV	Annual Leave
CB	FAM CARE	Family Care & Bereavement
CP	COP	Continuation of Pay
CT	COMP ERND	Compensatory Time Earned
CU	COMP USED	Compensatory Time Used
DL	DONOR LV	Donor Leave
HW	HOL WK	Holiday Worked
HX	HOL EX	Holiday Excused
ML	MIL LV	Military Leave
NL	N/P A/L	Non-Pay Annual Leave
NP	NON PAY	Non-Pay
ON	ON-CALL	On-Call
OT	OVERTIME	Overtime

TYPE OF TIME AUG 10,1995 11:38 PAGE 2  
SHORT  
CODE DESCRIPTION LONG DESCRIPTION

---

RG	REG TIME	Regular Scheduled Time
RL	RES ANN LV	Restored Annual Leave
SB	STANDBY	Standby
SL	SICK LV	Sick Leave
TR	TRAINING	Training
TV	TRAVEL	Travel
UN	UNAVAIL	Unavailable
WP	LWOP	Leave Without Pay

### **Display Time Remarks**

This option displays a list of the various time remarks. For each time remark, the code, its description and the applicable types of time associated with it are displayed.

Select Payroll Table Maintenance Option: **3** Display Time Remarks

DEVICE: **<RET>** UCX/TELNET Right Margin: 80// **<RET>**

REMARKS TABLE JUL 17,2007 11:52 PAGE 1  
CODE DESCRIPTION APPLICABLE TYPES OF TIME

---

1	SF71 on file	AL AA DL CU ML RL SL CB AD WP NL
3	AWOL	WP
4	On Suspension	WP
5	AA Granted by Supr.	AA DL
6	Jury Duty	AA
7	Shift Coverage	RG
8	OT while in Travel Status	OT
9	OT/CT on Premium T&L	OT CT RG
11	Pre-Scheduled	OT CT
12	Tour Coverage	OT CT
13	CB - Non-Premium T&L	OT CT
14	CB - Premium T&L	OT CT
15	CompTime--No Remark	CT CU
16	Credit Hours	CT CU
17	OT/CT With Premiums	OT CT RG HW

## Display Entitlement Table

This option displays the various entitlement tables used in the PAID V. 4.0 package. An entitlement table displays the various types of premiums/benefits to which an employee is entitled (Yes) or not entitled (No) and whether an employee's time is figured in hours (Hrs.) or days.

Every employee must have an entitlement table, since these entitlements are used to calculate an employee's biweekly compensation. An employee's entitlement table is determined by a combination of various fields in the employee's master file. The three main fields are Pay Plan, Duty Basis, and FLSA (Fair Labor Standards Act) Indicator.

To see an entitlement table for a General Schedule (A), Full Time (1), Non- Exempt (N) employee, the user must enter the following at the "Select PAY ENTITLEMENT NAME:" prompt: A 1 N. In many instances other fields in combination with an employee's Pay Plan, Duty Basis, and FLSA Indicator are also considered in determining an employee's entitlements, such as Normal Hours, Premium Pay Indicator, Pay Basis, etc. Therefore, the user may be asked to make a selection based on other factors as in the example below.

Select Payroll Table Maintenance Option: **4** Display Entitlement Table

Select PAY ENTITLEMENT NAME: **A 1 N**

- 1 A 1 N
- 2 A 1 N NH>80
- 3 A 1 N PPI=C
- 4 A 1 N PPI=R
- 5 A 1 N PPI=S

Press <RETURN> to see more, '^' to exit this list, OR

CHOOSE 1-5: **1** A 1 N

Select Device: HOME// <RET> ANYWHERE RIGHT MARGIN: 80// <RET>

### PAY ENTITLEMENT TABLE

Name: A 1 N

Regular Scheduled	Hrs.	Hrs. > 8 - 2	No
Regular Unscheduled	No	Hrs. > 8 - 3	No
FF Reg. Sch. Hrs. Over 53	No	Holiday - Day	Yes
Reserved for future use	No	Holiday - 2	No
Recess Periods	No	Holiday - 3	No
Night Differential - 2	Yes	Holiday OT	No
Night Differential - 3	No	On Call	No
Saturday Premium	No	Sleep Time	No
Sunday - Day	Yes	CompTime/CreditHrs Earn/Use	Yes
Sunday - 2	No	Standby	No
Sunday - 3	No	Annual/Restored Leave	Yes
Overtime - Day	Yes	Sick Leave	Yes

## Payroll Supervisor Menu

Overtime - 2	No	NonPay Annual Leave	No
Overtime - 3	No	AWOL/Susp/LWOP	Yes
Hazardous Duty	Yes	Military Leave	Yes
Environmental Differential	No	Authorized Absence	Yes
Scheduled CB OT	No	Non-Pay	Yes
Travel OT	Yes	Continuation of Pay	Yes
Hrs. >8 - Day	Yes	VCS Commission Sales	No

Press RETURN to Continue.

## Enter/Edit Tour of Duty

This option allows the user to create new tours or to edit existing tours. The creation (and assignment) of tours of duty is paramount in the proper execution of this package. Following is a list and description of the fields that should be completed when entering or editing a tour.

Tour of Duty: This is the name of the tour and is a mandatory field. This name is what the timekeeper will see when assigning a tour to an employee; therefore, it should be as descriptive as possible in the limited space. For instance, if you create two 03:30P-MID tours, where one is created for an employee who actually works those hours and the other is created for an employee who is on-call for those hours, the first tour should be 03:30P-MID and the second should be 03:30P- MID (on-call).

Tour Hours: Same as Tour of Duty, however, this prompt allows you to edit the name. You are not allowed to delete a tour. However, tours can be inactivated. To inactivate a tour, remove all T&Ls that were assigned to it (see ALL T&Ls below).

Description: Payroll can enter a short description (3-30 characters in length) of the tour. This field is optional since the data will only be displayed with this option and the Payroll Main Menu option "Display Tour of Duty" and is for Payroll's use or information only.

Meal Time: This is a mandatory field. The length of the meal time must be entered in minutes (0, 15, 30, 45 or 60) to enable the system to properly deduct the meal period from the tour hours. For instance, if you have two tours from

08:00A-04:30P and the first tour has a 30 minute meal time while the second tour has a 60 minute meal time the system will recognize the first tour as eight hours long and the second tour as seven hours and 30 minutes long. If the tour has no meal time, Payroll must enter the number zero (0). The user will not be allowed to save the tour or exit the screen if this field is left blank.

Meal on Premium Time: Enter "yes" if the meal is eaten on premium time and "no" if it is eaten on non-premium time. Premium time is between 06:00P and 06:00A. If this field is left blank, it will automatically be set to "no". The system uses this field to determine, under certain circumstances, how lunch should be subtracted when computing night differential.

All T&Ls: The user should answer "yes" or "no" to this question. If this field is left blank, it will automatically be set to "no". If this question is answered with "yes", all T&L Units will be allowed to assign this tour to their employees. If "no" is entered the user will be shown a second screen (upon exiting the current one) at which time he/she will be able to enter individual T&L Units. (To inactivate a tour, make sure that "no" is answered to this question and all T&Ls associated with this tour are deleted.



Two-Day Tour: The user should answer "yes" or "no" to this question. If this is left blank, it will automatically be set to "no". For the purpose of answering this question, one day is considered to be a 24 hour period ending at midnight. A "yes" must be answered here for the system to work correctly if any part of the tour crosses midnight into another day (or 24 hour period). For example, let us assume that we have set up a tour with two segments (parts) where an employee will work from 03:30P-MID (segment one); then the employee will be on call from MID-08:00A (segment two). Since both of these segments are defined here as part of our tour and the second segment is in the next 24 hour period (crossed over midnight), this tour must be marked as a two-day tour. A "no" should be answered here if all segments are within a 24 hour period ending at midnight.

An example of this would be if we set up a tour with two segments where the employee would be on-call from MID-08:00A (segment one) and would work from 08:00A-04:30P (segment two). Since no part of either of the segments crosses over into another 24 hour period, this tour would not be considered a two-day tour.

The next three prompts are all related to a tour segment (or part). Each tour must have at least one segment but cannot have more than seven. Each segment of a tour must have a start time and stop time (code is optional but extremely important to the system in computing time and some premiums). Under no circumstances should the total hours of a tour exceed 24 consecutive hours.

START: The start time of one segment or one part of a tour (i.e., 08:00A).

STOP: The stop time of one segment or one part of a tour (i.e., 04:30P). Each start time must have a stop time, therefore, if this stop time is associated with the start time above, this tour segment would be 08:00A-04:30P).

CODE: This field is used to define "special features" of a tour segment by entering a Special Tour Indicator. If this code field is associated with the above start and stop times and this field is left blank, the system would assume that this is an 08:00A-04:30P tour and any employee assigned this tour would work those hours. However, if this code field is associated with the above start and stop times and we enter in a Special Tour Indicator of On-Call, the system would now assume that any employees this tour is assigned to would only be On-Call for those hours (see Special Tour Indicator definitions later in this section for a list of the available Special Tour Indicators and their descriptions). If the timekeeper edits a tour of duty after it has been assigned to an employee, the new characteristics of that tour of duty will only apply to the new employee that it has been assigned. (The new characteristics of that tour of duty will not apply to the employee that it was originally assigned.)

The following shows how to edit an already existing tour and all screens associated with that tour:

=

Select Payroll Supervisor Menu Option: 7 <RET> Enter/Edit Tour of Duty

VA TIME & ATTENDANCE SYSTEM

TOUR OF DUTY

Select Tour of Duty: ?? <RET>

CHOOSE FROM:

10	07:00A-03:30P	Meal: 30	
11	08:00A-10:00A	Meal: 0	
12	07:30A-04:00P	Meal: 30	
14	08:00A-11:00A	Meal: 0	
15	07:45A-04:15P (5P-6P OC)		Meal: 30
16	04:00A-12:30P	Meal: 30	
17	09:00P-05:30A	Meal: 30	
18	04:00A-NOON	Meal: 30	
19	08:00P-08:00P	Meal: 0	
20	11:30P-07:30A	Meal: 0	
22	08:00A-09:00A	Meal: 0	
23	08:00A-03:30P	Meal: 30	
24	09:00A-03:30P	Meal: 30	
25	10:00A-NOON	Meal: 0	
26	01:00P-04:00P	Meal: 0	
28	07:00P-MID	Meal: 0	
29	NOON-MID	Meal: 30	
30	07:30P-07:30	Meal: 30	
32	03:30P-MID	Meal: 30	
33	10:00A-06:30P	Meal: 30	
34	09:30A-06:00P	Meal: 30	

'^' TO STOP: ^ <RET>

YOU MAY ENTER A NEW TOUR OF DUTY, IF YOU WISH  
Answer must begin with format like 08:00A-04:30P; MID or NOON may also  
be used.

Select TOUR OF DUTY: 10 <RET> 07:00A-03:30P Meal: 30

VA TIME & ATTENDANCE SYSTEM  
TOUR OF DUTY

Tour Hours: 07:00A-03:30P

Description:

Meal Time: 30

Meal on Premium Time? NO

All T&Ls? NO

Two-Day Tour? NO

	START	STOP	CODE
1	07:00A	03:30P	<RET>
2			
3			
4			
5			
6			
7			

---

COMMAND:

Press <PF1>H for help

INSERT

VA TIME & ATTENDANCE SYSTEM  
TOUR OF DUTY

Tour Hours: 07:00A-03:30P

Description:

Meal Time: 30

Meal on Premium Time? NO

All T&Ls? NO

Two-Day Tour?

	NO	START	STOP	CODE
1		07:00A	03:30P	
2				
3				
4				
5				
6				
7				

---

Exit      Save      Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.

COMMAND: **EXIT** <RET>

INSERT

VA TIME & ATTENDANCE SYSTEM  
TOUR OF DUTY

Tour Hours: 07:00A-03:30P

Description:

Select ASSOCIATED T&L UNIT: 005 <RET>

---

COMMAND:

PRESS <PF1>H for help

INSERT

VA TIME & ATTENDANCE SYSTEM  
TOUR OF DUTY

Tour Hours: 07:00A-03:30P  
Description:

Select ASSOCIATED T&L UNIT: 005

ASSOCIATED T&L UNIT: 005 <RET>

---

COMMAND:

Press <PF1>H for help

INSERT

VA TIME & ATTENDANCE SYSTEM  
TOUR OF DUTY

Tour Hours: 07:00A-03:30P

Description:

Select ASSOCIATED T&L UNIT: 005

ASSOCIATED T&L UNIT: 005
--------------------------

---

Close    Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.

COMMAND: Close <RET>

INSERT

VA TIME & ATTENDANCE SYSTEM  
TOUR OF DUTY

Tour Hours: 07:00A-03:30P

Description:

Select ASSOCIATED T&L UNIT: ?? <RET>

---

CHOOSE FROM:

005

100

111

105

Press RETURN to continue, '^' to exit: ^ <RET>



VA TIME & ATTENDANCE SYSTEM  
TOUR OF DUTY

Tour Hours: 07:00A-03:30P

Description:

Select ASSOCIATED T&L UNIT: 111 <RET>

---

111

...OK? YES// <RET>

VA TIME & ATTENDANCE SYSTEM  
TOUR OF DUTY

Tour Hours: 07:00A-03:30P  
Description:

Select ASSOCIATED T&L UNIT: 111 <RET>

ASSOCIATED T&L UNIT: 111 <RET>

---

Close      Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.

COMMAND: Close <RET>

INSERT

VA TIME & ATTENDANCE SYSTEM  
TOUR OF DUTY

Tour Hours: 07:00A-03:30P

Description:

Select ASSOCIATED T&L UNIT: <RET>

-----  
Exit      Save      Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.

COMMAND: **EXIT** <RET>

VA TIME & ATTENDANCE SYSTEM  
TOUR OF DUTY

Select TOUR OF DUTY: ^ <RET>

The following is an example of entering a new tour.

Select TOUR OF DUTY: **06:00A-03:30P <RET>**  
ARE YOU ADDING '06:00A-03:30P' AS A NEW TOUR OF DUTY? **Y <RET>** (YES)  
VA TIME & ATTENDANCE SYSTEM  
TOUR OF DUTY

Tour Hours: 06:00A-03:30P

Description:

Meal Time: **30 <RET>**

Meal on Premium Time? NO

All T&Ls? NO

Two-Day Tour? **YES <RET>**

	START	STOP	CODE	
1	<b>6A</b>	<b>3:30P</b>		
2	<b>3:30P</b>	<b>11:30P</b>	<b>2 &lt;RET&gt;</b>	Scheduled Comp Time
3	<b>11:30P</b>	<b>6A</b>	<b>5 &lt;RET&gt;</b>	On-Call
4				
5				
6				
7				

---

Exit      Save      Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.

COMMAND: **E <RET>**

Save Changes before leaving form (Y/N)? **Y <RET>** YES

## ***Special Tour Indicators***

When creating tours with special features such as tours with standby hours and scheduled overtime, the hours which reflect these special features need to have the special tour indicator placed in the code field. Typing a "?" in the code field will give you a list of the special tour indicators. Following are definitions of the tour indicators:

### **1. Scheduled Overtime**

This special tour indicator is used to indicate that a segment of overtime is part of the employee's normal tour of duty. By having this overtime established as part of the tour, this automatically entitles the employee to night differential pay for hours falling within the night differential time frame.

### **2. Scheduled Compensatory Time**

This special tour indicator is used to indicate that a segment of compensatory time is part of the employee's normal tour of duty. By having compensatory time established as part of the tour, this automatically entitles the employee to night differential compensation for hours falling within the night differential time frame.

### **3. Phy/Den Core Hours - Part Time Physicians**

This tour indicator is used for part time physicians with adjustable hours in order to distinguish between core and non-core hours. The functionality of adjustable hours for part time physicians is limited in this version of PAID.

### **4. Standby - General Schedule and Per Annum Employees of the Veterans Canteen Service**

By having the standby tour indicator established, this ensures that an employee who is officially scheduled to be on standby outside of his/her regularly scheduled duty hours is entitled to receive standby premium pay.

### **5. On-Call - Nurses and General Schedule Employees Subject to On-Call Provisions of Title 38 (Premium Pay Code "W")**

By having the on-call tour indicator established, this ensures that an employee who is officially scheduled to be on call outside of his/her regularly scheduled duty hours shall receive pay for each hour of on-call duty, except for such times as he/she may be called back to perform overtime work, at a pre-determined rate of his/her overtime pay. When called back to perform overtime work, an employee will receive overtime pay in accordance to subparagraph 105.05 of MP-6, Part V. On-call pay will be suspended during the period of actual overtime duty.

#### 6. SHIFT 2 - Wage Employees, Non Appointed Fund and Retail Clerical and Administrative Employees of Veterans Canteen Service, and Purchase and Hire Employees

This tour indicator must be used when creating a tour for employees who are entitled to Shift 2 differential. For the Shift 2 differential to be computed, this tour indicator must be used when creating the tour. For example, if a wage employee has a scheduled tour from 11:30A to 8:00P with no tour indicator specified, Shift 2 differential will not be computed (or reported) for this employee. However, if this tour is created with a Shift 2 tour indicator, Shift 2 differential will be computed and reported as appropriate.

#### 7. SHIFT 3 - Wage Employees, Non Appointed Fund and Retail Clerical and Administrative Employees of Veterans Canteen Service, and Purchase and Hire Employees

This tour indicator must be used when creating a tour for employees who are entitled to Shift 3 differential. Per MP-6, PART V, these employees are entitled to pay at a scheduled rate plus a differential of 10% of the scheduled rate for regularly scheduled non-overtime work when a majority (five or more of the regularly scheduled eight-hour shift) occurs between 11:00P and 8:00A. For the Shift 3 differential to be computed, this tour indicator must be used when creating the tour. For example, if a wage employee has a scheduled tour from MID-8:30A with no tour indicator specified, Shift 3 differential will not be computed (or reported) for this employee. However, if this tour is created with a Shift 3 tour indicator, Shift 3 differential will be computed and reported as appropriate.

#### 8. No Premium Pay

This tour indicator is used when no night differential, Saturday or Sunday premiums are to be paid for this segment. It is particularly useful for educational tours where the hours are for the convenience of the employee.

## Enter/Edit T&L Unit

The user may use this option to add new Time and Leave Units (T&Ls) or to make changes to existing T&Ls. When exercising this option the user will see the screen depicted below.

Code: Will be prefilled from the previous screen which asked for the T&L. Name: Is an optional, free-text field where the user can put a description of the T&L.

Station #: Is prefilled with the customer's station number. If your station services a cemetery or another VA site, the user may change the number in this field.

Service: Is an optional, Service/Section file which can be used to list the service this T&L belongs to, i.e., nursing.

Section: Is an optional, free-text field which can be used to define the part of a service the T&L belongs to, i.e., within Nursing Service, this unit could be CCU.

Time SleepTime Begins: T&Ls where stand-by hours are worked must have pre-

Defined sleep periods. The start time for those eight-hour periods must be defined here. This is not an optional field. It must, therefore, have a value. If there are no stand-by tours on this T&L, it is recommended that the user enter 10:00P.

Entitled Sat/Sun Premiums? Some T&L sections are closed on one or both of the weekend periods except for occasional overtime. Employees working overtime on those units are not entitled to Saturday or Sunday premium pay. If a T&L Code is assigned to a unit such as Fiscal Service, Personnel Service and in most instances, O.R., answer "no" at this prompt.

Select Timekeeper, Supervisor, OT/CT Approver: These prompts work on the same concept. Each field may have more than one person designated as timekeeper, supervisor or approver. The employee selected must be in the employee-file. That employee must have a master record that has been established.

If a supervisor is in the same T&L of the employees that he supervises, another supervisor MUST also be assigned to that T&L so as to approve his leave. In this case, the T&L which certifies the supervisor will be his own T&L. The user can also indicate a T&L other than the supervisor's T&L, in which case all approvals and certifications for the supervisor's leave, timecard, etc., will be done by a supervisor in the other T&L. This is usually the case with Service Chiefs.

If the user enters a three digit code that is not an existing T&L, the system will ask if you are creating a new one. This will allow you to put in a correct code if the first was in error. If you are adding a new one merely type "Y" <RET>.

Select Payroll Supervisor Menu Option: 8 <RET> Enter/Edit T&L Unit

VA TIME & ATTENDANCE SYSTEM

TIME & LEAVE UNIT

Select T&L Unit: 101 <RET>

VA TIME & ATTENDANCE SYSTEM

TIME & LEAVE UNIT

CODE: 101  
NAME: TEST1  
STATION # 578  
SERVICE: INFORMATION SYSTEMS CENTER SECTION: SUPPORT

Time SleepTime Begins: 10:00P

Entitled Sat/Sun Premiums? YES

Select TIMEKEEPER: PAIDTIMEKEEPER,SEVEN

Select SUPERVISOR: PAIDSUPERVISR1,SEVEN

Select OT/CT APPROVER: PAIDUSPERVISR1,EIGHT

---

COMMAND: Press <PF1>H for help INSERT

---

Exit Save Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.

COMMAND: **EXIT** <RET> INSERT



## Set Holiday Benefit Day

This option allows the Payroll supervisor to set a benefit day for any date for which a time record exists.

Select Payroll Supervisor Menu Option: **9 <RET>** Set Holiday Benefit Day

VA TIME & ATTENDANCE SYSTEM  
SET EMPLOYEE HOLIDAY

Select T&L Unit: **100 <RET>**

Benefit Date: **12/26/94 <RET>** (DEC 26, 1994)

Select EMPLOYEE: PAIDEMPLOYEE7,THREE PAIDEMPLOYEE7,THREE 000-00-0073... done

## List Supervisors Certified by a T&L

This option allows Payroll users to display all supervisors in other T&Ls which are approved by a selected T&L.

Select Payroll Supervisor Menu Option: **10** <RET> List Supervisors Certified by a T&L

Select T&L Unit: **100** <RET>

Employees outside of this T&L who are Certified by this T&L:

PAIDEMPLOYEE7,FOUR

PAIDEMPLOYEE,FOUR

Do you wish to Re-Build this Index? No//

## Payroll Main Menu

Instructions for using this menu can be found under Payroll Main Menu, beginning with "Pay Period Exceptions" option.

Select Payroll Supervisor Menu Option: **11** <RET> Payroll Main Menu

## Chapter 5. T&A Supervisor Menu

This is the Time and Leave Unit (T&L) Supervisor's menu and should be assigned to supervisors who are responsible for signing the time and attendance reports of one or more T&Ls. All options under this menu are the same as the options listed under the T&A OT/Supervisor's menu with an exception of Approve OT/CT. (See the T&A OT/Supervisor's menu to Approve OT/CT.)

The List and Display screens are provided to assist the user in the proper maintenance of employee attendance data. These screens can be used to review posted information, check schedules, leave balances, leave requests, overtime/compensatory time requests and status, etc.

### PRIVACY ACT STATEMENT

In accordance with OPM and VA policies this information is to be furnished for use only as authorized. It will not be reproduced or used for any other purposes. Any output must be secured in a storage system adequate to insure against disclosure to unauthorized parties. Disposal will be by burning, shredding, or other treatment to destroy their legibility.

- 1 Supervisory Approvals
- 2 Pay Period Certification
- 3 List Leave Requests
- 4 Employee Leave Balances
- 5 Display OT/CT Requests
- 6 List Daily Exceptions
- 7 Display Pay Period Exceptions
- 8 Display Employee Tour of Duty
- 9 Display Employee Pay Period
- 10 List Tours by T&L
- 11 List Environment Diff. Requests
- 12 List Un-Certified Employees
- 13 List Prior Pay Period Exceptions
- 14 Employee Reports...



Date	Prior Pay Period Change Scheduled Tour	Change Tour Exceptions
Thu 4-Aug-94	04:00P-MID Shift 2	04:00P-MID SF71 on file
Caught virus.		

Change Remarks: Employee called in for SL

Disposition (A=Approve, D=Disapprove, X=Cancel, RETURN to bypass): <RET>

VA TIME & ATTENDANCE SYSTEM  
SUPERVISOR'S APPROVALS

PAIDEMPLOYEE7,SIX

000-00-0076

Station: 578  
T&L: 111

Normal Hours: 80  
Pay Plan: A

Duty Basis: 1  
Comp/Flex:  
FLSA: E

1-Mar-94 3 Hrs. COMP TIME on T&L 123 Requested  
WORKED LATE

Disposition (A=Approve, D=Disapprove, X=Cancel, RETURN to bypass): <RET>

VA TIME & ATTENDANCE SYSTEM  
SUPERVISOR'S APPROVALS

PAIDEMPLOYEE7,SEVEN

000-00-0077

Station: 101  
T&L: 102

Normal Hours: 80  
Pay Plan: A

Duty Basis: 1  
Comp/Flex:  
FLSA: E

15-Jul-95 2 Hrs. OVERTIME (\$102.31) on T&L 102 Requested  
PROJECT MUST BE COMPLETED BY MONDAY NEXT WEEK.

Disposition (A=Approve, D=Disapprove, X=Cancel, RETURN to bypass): <RET>

## T&A Supervisor Menu

### VA TIME & ATTENDANCE SYSTEM SUPERVISOR'S APPROVALS

PAIDEMPLOYEE7,EIGHT

000-00-0078

Station: 578  
T&L: 100

Normal Hours: 48  
Pay Plan: M

Duty Basis: 2  
Comp/Flex:  
FLSA: E

SL Leave Balance: 80.250 as of Sat 3-Sep-94  
SL Estimated Earnings: 46.000  
SL Estimated Usage: 1.500  
SL Projected Balance: 124.750

02:00P 10-Jul-95 to 03:30P 10-Jul-95 1.5 hrs Sick Leave Requested  
Requested: 10-Jul-95 8:52am

Disposition (A=Approve, D=Disapprove, X=Cancel, RETURN to bypass):

SL Leave Balance: 80.250 as of Sat 3-Sep-94  
SL Projected Balance: 80.250

07:00A 1-Jan-94 to 03:00P 1-Jan-94 7.5 hrs Sick Leave Requested  
Requested: 10-Jul-95 12:28pm

Disposition (A=Approve, D=Disapprove, X=Cancel, RETURN to bypass): **A <RET>**

Enter Signature Code: ... signed.  
Approvals Queued

Note: This option must be used at least once - just prior to the end of the Pay Period.

## Pay Period Certification

This option will display each date within the pay period, the scheduled tour for that date and any tour exceptions for each employee of each T&L the supervisor is responsible for certifying. If no serious exceptions are encountered, the supervisor may release the timecard to Payroll, or elect to bypass certification at this time.

The title (header) and data will print on the same page if the supervisor has several T&Ls to review (i.e., supervisor does not have to select a T&L); however, if the supervisor has only one T&L to review, the header prints on a blank page and the data starts on the next page.

Select T&A Supervisor Menu Option: **2 <RET>** Pay Period Certification

### VA TIME & ATTENDANCE SYSTEM PAY PERIOD CERTIFICATION

Select T&L Unit: **111 <RET>**

PAIDEMPLOYEE7,NINE

000-00-0079

Date	Scheduled Tour	Tour Exceptions	
Sun 15-Nov-92	Day Off		
Mon 16-Nov-92	07:30P-07:30A		
Tue 17-Nov-92	08:00A-04:30P	08:00A-04:30P	CB FAM CARE
Wed 18-Nov-92	08:00A-04:30P	08:00A-04:30P	AD ADOPT
Thu 19-Nov-92	08:00A-04:30P		
Fri 20-Nov-92	08:00A-04:30P		
Sat 21-Nov-92	Day Off		
Sun 22-Nov-92	Day Off		
Mon 23-Nov-92	08:00A-04:30P	08:00A-04:30P	SL SICK LV
Tue 24-Nov-92	08:00A-04:30P	08:00A-04:30P	SL SICK LV
Wed 25-Nov-92	08:00A-04:30P		
Thu 26-Nov-92	08:00A-04:30P	08:00A-04:30P	HX HOL EX
Fri 27-Nov-92	08:00A-04:30P		
Sat 28-Nov-92	Day Off		

Press RETURN to Continue.



When certifying timecards, supervisors will see a time decomposition so that they will know what types of time are being paid.

PAY PERIOD SUMMARY

PAIDEMPLOYEE7,NINE [SSN: 000-00-0079]

Pay Period: 95-05

---

Week 1	Care and Bereavement	8.00
Week 1	Adoption	8.00
Week 2	Sick Leave	16.00

Release to Payroll? **YES <RET>**

## List Leave Requests

This option allows the user to list leave requests for one or more employees. The user enters a 'begin' date and an 'end' date. All leave requests for the employee(s) chosen will be displayed. When there is more than one employee, the list may be sorted by employee name or date of leave request. The date, time, type of leave, remarks, and status are listed.

Select T&A Supervisor Menu Option: **3** <RET> List Leave Requests

Select T&L Unit: **101** <RET>

Select Employee (or RETURN for all): **PAIDEMPLOYEE7,NINE** <RET> 000-00-0079

Begin with Date: **T** <RET> (AUG 15, 1994)

End with Date: **T+32** <RET> (SEPT 16, 1994)

Sort by: (E=Employee D=Date) **E//** <RET>

Select Device: **HOME//** <RET> **HYPER SPACE** RIGHT MARGIN: **80//** <RET>

VA TIME & ATTENDANCE SYSTEM  
T&L 101 LEAVE REQUESTS

Page 1

From 15-Aug-94 to 16-Sept-94

PAIDEMPLOYEE7,NINE

000-00-0079

08:00A 16-Aug-94 to 04:30P 16-Aug-94 Sick Leave Approved  
SORE THROAT.

12:30P 31-Aug-94 to 04:30P 31-Aug-94 Annual Leave Cancelled

08:00A 04-Sept-94 to 04:30P 10-Sept-94 Military Leave Approved

Press RETURN to Continue.

## Employee Leave Balances

This option allows a user to view all leave balances for an employee that he/she supervises. The values are current as of the date shown on the screen. Leave fields that have no value (i.e., null) are not listed.

Compensatory Time (Comp Time): Time off in an amount equal to the overtime worked in lieu of overtime pay.

Restored Leave: Annual Leave that has been credited to a restored leave account (employee was prevented from using the leave due to illness or the exigencies of the service). This leave must be used during the next two leave years.

The number "4" in front of "Restored Leave" below means that the leave must be used by the end of calendar year 1994.

Select T&A Supervisor Menu Option: **4** <RET> Employee Leave Balances

Select T&L Unit: **100** <RET>

Select EMPLOYEE: **PAIDTIMEKEEPR,ONE** <RET>

Select Device: HOME// <RET> HYPER SPACE RIGHT MARGIN: 80// <RET>

### EMPLOYEE LEAVE BALANCES

PAIDTIMEKEEPR,ONE

000-00-0001

Balances are as of Sat 10-Dec-94

Leave Group: 3

Annual Leave Balance: 293.000

Sick Leave Balance: 403.250

Comp Time: 10.000 must be used by 24-Dec-94

4 Restored Leave: 40.000

Press RETURN to Continue. <RET>

## Display OT/CT Requests

This option allows the user to view the status of all overtime and compensatory time requests for the employees that are under his/her supervision. The status "Requested" means that the request has been entered into the system by the timekeeper; "Supr. App." means that the employee's supervisor has logged onto the system and approved the request. The status of "Cancelled" indicates that the timekeeper, employee's supervisor, or the Director/Director's Designee has cancelled the request. The status of "Disapproved" indicates that the employee's supervisor or the Director/Director's Designee has disapproved the request. The status of "Approved" indicates that the Director/Director's Designee has approved the request. An estimated cost of overtime is displayed with each request.

Select T&A Supervisor Menu Option: **5** <RET> Display OT/CT Requests

Select T&L Unit: **102** <RET>

Select EMPLOYEE (or RETURN for all): <RET>

Begin with Date: **T** <RET> (JUL 01, 1995)

End with Date: **T+23** <RET> (JUL 24, 1995)

Select Device: HOME// <RET> HYPER SPACE RIGHT MARGIN: 80// <RET>

VA TIME & ATTENDANCE SYSTEM  
T&L 102 OT/CT REQUESTS

Page 1

From 01-Jul-95 to 24-Jul-95

PAIDEMPLOYEE8,TEN 000-00-0080  
01-Jul-95 5 Hrs. OVERTIME (\$372.66) on T&L 006 Requested  
To process backlog of phar. co-pay checks.  
08-Jul-95 8.2 Hrs. OVERTIME (\$523.01) on T&L 006 Approved  
BACKLOAD

PAIDEMPLOYEE8,ONE 000-00-0081  
12-Jul-95 5 Hrs. OVERTIME (\$362.17) on T&L 006 Approved  
To process backlog of phar. co-pay checks.

PAIDEMPLOYEE7,SEVEN 000-00-0077  
15-Jul-95 2 Hrs. OVERTIME (\$102.31) on T&L 102 Requested  
PROJECT MUST BE COMPLETED BY MONDAY NEXT WEEK.

Press RETURN to Continue. <RET>

## List Daily Exceptions

This option allows the supervisor to list variations to an employee's authorized schedule, for a date selected. The name of the employee and a short message describing the variations are displayed. These variations or exceptions must be cleared, corrected or approved as the changes to the authorized schedule must be done before the employee's pay record can be released to the Austin Automation Center for payment. Attendance records with serious exceptions will not release to Payroll.

Select T&A Supervisor Menu Option: **6** <RET> List Daily Exceptions

Select T&L Unit: **111** <RET>

Posting Date: T-1//**T-5** <RET> (JUL 25, 1994)

Select Device: HOME// <RET> ANYWHERE RIGHT MARGIN: 80// <RET>

VA TIME & ATTENDANCE SYSTEM  
T&L 111 EXCEPTIONS

Page 1

Mon 25-Jul-94

PAIDEMPLOYEEBJ,ELEVEN

08:00A

AL not Requested

PAIDEMPLOYEEBL,THIRTEEN

11:00A

OT not Requested

PAIDEMPLOYEEBN,FIFTEEN

No Time Posted

PAIDEMPLOYEECB,THREE

10:00P

CU not Requested

PAIDEMPLOYEECJ,ELEVEN

08:00A

ML not Requested

PAIDEMPLOYEECK,TWELVE

01:00P

AL Requested but not Approved

Press RETURN to Continue.

## Display Pay Period Exceptions

This option is the same as "List Daily Exceptions", but displays a selected pay period. The name of the employee, day, date of the exception, and a short message are displayed. Beginning time is shown if employee tours are based upon hours rather than days.

Similar to this option is "List Prior Pay Period Exceptions" which lists all exceptions for all records released to Payroll for all previous pay periods, while this option lists all exceptions for a specific pay period.

Select T&A Supervisor Menu Option: 7 <RET> Display Pay Period Exceptions

Select T&L Unit: 101 <RET>

Posting Date: T-1// <RET> (MAR 05, 1993)

Select Device: HOME// <RET> ANYWHERE RIGHT MARGIN: 80// <RET>

VA TIME & ATTENDANCE SYSTEM  
T&L 101 EXCEPTIONS

Page 1

Sun 21-Feb-93 to Fri 5-Mar-93

PAIDEMPLOYEE8,THREE

Sun 21-Feb-93 09:00A OT Requested but pending Supervisor Approval  
Sun 21-Feb-93 11:00A OT Posted exceeds Requested Hours

PAIDEMPLOYEE8,FOUR

Mon 22-Feb-93 12:30P AL not Requested  
Tue 23-Feb-93 03:00P AL not Requested  
Wed 24-Feb-93 09:30A AL not Requested  
Thu 25-Feb-93 04:00P AA not Requested

PAIDEMPLOYEE8,FIVE

Tue 2-Mar-93 05:00P CT not Requested  
Wed 3-Mar-93 06:00A CT not Requested  
Thu 4-Mar-93 07:30A CT not Requested

## Display Employee Tour of Duty

With this option, the supervisor is able to display the authorized tour of duty for a selected employee. The supervisor will be prompted to display the long or short version of the tour. Most tours have one segment and the short version is sufficient to display the entire tour. However, if a tour has built-in OT, stand-by, etc., then a long display is preferable since all segments of the tour will be displayed.

As of July 2012, the Telework Indicator code is displayed next to the employee's name. The telework type code is displayed under the "TW" column, next to the date.

SELECT T&A OT/SUPERVISOR MENU OPTION: 8 DISPLAY EMPLOYEE TOUR OF DUTY

SELECT T&L UNIT: 110 NHCU

C = CURRENT PAY PERIOD BEGINNING 6-MAY-12

L = LAST PAY PERIOD BEGINNING 22-APR-12

N = NEXT PAY PERIOD BEGINNING 20-MAY-12

WHICH PAY PERIOD? C //

SELECT TYPE OF DISPLAY (S OR L): SHORT//

SELECT EMPLOYEE: EMPL, PAIDEMPLOYEE1, ONE 111-11-1114

SELECT DEVICE: HOME// HOME (CRT) RIGHT MARGIN: 80//

### VA TIME & ATTENDANCE SYSTEM EMPLOYEE TOUR OF DUTY

PAIDEMPLOYEE1, ONE

1XX-XX-1114

STATION: 442

NORMAL HOURS: 80

DUTY BASIS: 1

T&L: 110

PAY PLAN: A

COMP/FLEX: 0

PAY PER: 12-10

TELEWORK INDICATOR: E

FLSA: N

TW WEEK 1 - 6-MAY-12

TW WEEK 2 - 13-MAY-12

SUN DAY OFF

DAY OFF

MON 07:00A-03:30P

07:00A-03:30P

TUE 07:00A-03:30P

07:00A-03:30P

WED 07:00A-03:30P

07:00A-03:30P

THU REG 07:00A-03:30P

REG 07:00A-03:30P

FRI REG 07:00A-03:30P

REG 07:00A-03:30P

SAT DAY OFF

DAY OFF

ENTER RETURN TO CONTINUE.

SHORT or LONG Display? L <RET>

Select EMPLOYEE: PAIDEMPLOYEE1,ONE <RET> PAIDEMPLOYEE1,ONE 1XX-XX-1114

Select Device: HOME// <RET> ANYWHERE RIGHT MARGIN: 80// <RET>

VA TIME & ATTENDANCE SYSTEM  
EMPLOYEE TOUR OF DUTY

PAIDEMPLOYEE1,ONE

1XX-XX-1114

Station: 442

Normal Hours: 80

Duty Basis: 1

T&L: 110

Pay Plan: A

Comp/Flex: 0

Pay Per: 12-10

Telework Indicator: E

FLSA: N

	TW	Week 1 - 6-May-12	TW	Week 2 - 13-May-12
Sun		03:30P-MID MID-08:30A On-Call		03:30P-MID MID-08:30A On-Call
Mon		Day Off		Day Off
Tue		03:30P-MID MID-08:30A On-Call		03:30P-MID MID-08:30A On-Call
Wed		03:30P-MID MID-08:30A On-Call		03:30P-MID MID-08:30A On-Call
Thu	REG	03:30P-MID MID-08:30A On-Call	REG	03:30P-MID MID-08:30A On-Call
Fri	REG	03:30P-MID MID-08:30A On-Call	REG	03:30P-MID MID-08:30A On-Call
Sat		Day Off		Day Off

Press RETURN to Continue.



## Display Employee Pay Period

This option allows the user to select an employee and a posting date. The employee's scheduled tour of duty and any tour of duty exceptions for the pay period for which the posting date belongs are displayed.

As of July 2012, the Telework Indicator code is displayed next to the employee's name. The telework type code is displayed under the "TW" column, next to the date.

Select T&A Supervisor Menu Option: 9 <RET> Display Employee Pay Period

### VA TIME & ATTENDANCE SYSTEM EMPLOYEE PAY PERIOD DATA

Select EMPLOYEE: PAIDEMPLOYEE1,ONE PAIDEMPLOYEE1,ONE 111-11-1114

Posting Date: 5/6 (MAY 06, 2012)

Select Device: HOME// HOME (CRT) Right Margin: 80//

PAIDEMPLOYEE1,ONE T&L 110 Telework Ind: E 1XX-XX-1114

Date	TW	Scheduled Tour	Tour Exceptions
Sun 6-May-12		Day Off	
Mon 7-May-12		07:00A-03:30P	
Tue 8-May-12		07:00A-03:30P	
Wed 9-May-12		07:00A-03:30P	
Thu 10-May-12	REG	07:00A-03:30P	8.00 Hours - Telework REG
Fri 11-May-12	REG	07:00A-03:30P	8.00 Hours - Telework REG
Sat 12-May-12		Day Off	
Sun 13-May-12		Day Off	
Mon 14-May-12		07:00A-03:30P	
Tue 15-May-12		07:00A-03:30P	
Wed 16-May-12		07:00A-03:30P	
Thu 17-May-12	REG	07:00A-03:30P	8.00 Hours - Telework REG
Fri 18-May-12	REG	07:00A-03:30P	8.00 Hours - Telework REG
Sat 19-May-12		Day Off	

## List Tours by T&L

This option allows the supervisor to view all tours of duty that have been authorized for use by the selected T&L Unit, listed with each T&L with the 'special indicator' showing scheduled overtime, scheduled compensatory time, more than one shift, standby, etc.

Select T&A Supervisor Menu Option: **10** <RET> List Tours by T&L

Select T&L Unit (or All): **150** <RET>

Select Device: HOME// <RET> ANYWHERE RIGHT MARGIN: 80// <RET>

2-Aug-94 T & L T O U R L I S T Page 1

150

#	Tour	Hrs.	Segment	Special Indicator
339	00:15A-08:00A On Call	0.00	00:15A-08:00A	On-Call
26	01:00P-04:00P	3.00	01:00P-04:00P	
111	01:00P-05:00P	4.00	01:00P-05:00P	
236	01:00P-09:30P	8.00	01:00P-09:30P	
324	01:15P-05:15P	4.00	01:15P-05:15P	
329	01:15P-05:15P	4.00	01:15P-05:15P	
331	01:15P-05:15P	4.00	01:15P-05:15P	

Press RETURN to Continue. ^ <RET>

## List Environment Diff. Requests

This option allows the user to list environmental differential or hazardous duty requests within a specified time span for one or all employees of a T&L Unit. The requests may be sorted by employee or date of request.

Select T&A Supervisor Menu Option: **11 <RET>** List Environment Diff. Requests

Select T&L Unit: **101 <RET>**

Select EMPLOYEE (or RETURN for all): **<RET>**

Begin with Date: **T <RET>** (NOV 30, 1992)

End with Date: **T+30 <RET>** (DEC 30, 1992)

Sort by: (E=Employee D=Date) E// **<RET>**

Select Device: HOME// **<RET>** ANYWHERE RIGHT MARGIN: 80// **<RET>**

VA TIME & ATTENDANCE SYSTEM  
T&L 101 ENVIRONMENTAL DIFFERENTIAL REQUESTS

Page 1

From 30-Nov-92 to 30-Dec-92

PAIDEMPLOYEE8,SIX 000-00-0086  
30-Nov-92 06:00A-04:30P ASBESTOS Envir. Diff. Approved  
REMOVAL IN BASEMENT OF BLD. 50  
1-Dec-92 10:00A-04:30P RADIATION Envir. Diff. Approved  
DOING TESTS.  
15-Dec-92 06:00A-04:30P TREE REMOVAL Envir. Diff. Approved  
BRANCHES COVERED SIDEWALK & STOP SIGN.

Press RETURN to Continue.

## List Un-Certified Employees

This allows the user to list the status of the time and attendance reports for the current pay period by selecting a specific T&L. It shows the employees that have not been released to Payroll. Similar to this option is "Un-Transmitted Employees - All T&Ls" which lists the time and attendance reports of employees of all T&Ls.

Select T&A Supervisor Menu Option: **12 <RET>** List Un-Certified Employees

VA TIME & ATTENDANCE SYSTEM  
UN-CERTIFIED EMPLOYEES

Page 1

Select T&L Unit: **902 <RET>**

902 INFORMATION SERVICES CENTER

Sun 4-Apr-93 to Sat 17-Apr-93

000-00-0043	PAIDEMPLOYEE4,THREE
000-00-0044	PAIDEMPLOYEE4,FOUR
000-00-0045	PAIDEMPLOYEE4,FIVE
000-00-0046	PAIDEMPLOYEE4,SIX
000-00-0047	PAIDEMPLOYEE4,SEVEN
000-00-0048	PAIDEMPLOYEE4,EIGHT
000-00-0049	PAIDEMPLOYEE4,NINE
000-00-0050	PAIDEMPLOYEE5,TEN
000-00-0051	PAIDEMPLOYEE5,ONE
000-00-0052	PAIDEMPLOYEE5,TWO

## List Prior Pay Period Exceptions

With this option the user is able to display all time and attendance report exceptions for all records released to Payroll and/or transmitted for all previous pay periods.

Select T&A Supervisor Menu Option: **13 <RET>** List Prior Pay Period  
Exceptions

Select T&L Unit: **102 <RET>**

VA TIME & ATTENDANCE SYSTEM  
PRIOR PAY PERIOD EXCEPTIONS  
17-Jul-95

Page 1

PAIDEMPLOYEE5,THREE (102)  
12-Feb-93 08:00P OT Posted exceeds Requested Hours

PAIDEMPLOYEE,FOUR (102)  
26-Jul-94 07:00A AL not Requested

## Employee Reports

This option allows the supervisor to access employee reports options and display employee data.

Select T&A Supervisor Menu Option: **14** <RET> Employee Reports

- 1 Expenditures
- 2 Employee Overtime/CompTime Report
- 3 Employee Prior Pay Period Adjustments
- 4 Employee Leave Reports ...

## Expenditures

This option allows the user to view all governmental costs over one or all pay periods for a chosen year. Totals are displayed for each pay period. Supervisor can only see employees that are under their assigned T&Ls.

Select Employee Reports Option: 1 <RET> Expenditures

Select T&L Unit(s): 001 <RET>

Enter YEAR: 95 <RET> (1995)

Enter Pay Period (Return for all): 3 <RET>

THIS REPORT SHOULD BE QUEUED !

DEVICE: HOME// <RET>

### EMPLOYEE COST FOR PAY PERIOD 3 YEAR 95

NAME	BASE PAY	NIGHT DIFF	HOLIDA PAY	O/TIME PAY	SUNDAY PAY	ON-CA PAY	AWARDS	REEMP ANNUIT	SAT PAY	GROSS PAY	G/SHARE BENEFITS	GROSS COST
PDEMP,A	1212.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1212.40	200.00	1412.40
PDEMP,B	1360.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1360.00	300.00	1660.00
PDEMP,C	2060.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2060.80	412.32	2473.12
PDEMP,D	2248.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2248.80	173.65	2422.45
PDEMP,E	1212.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1212.40	200.00	1412.40
PDEMP,F	1360.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1360.00	300.00	1660.00
PDEMP,G	2060.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2060.80	412.32	2473.12
PDEMP,H	2248.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2248.80	173.65	2422.45
PDEMP,I	1212.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1212.40	200.00	1412.40
PDEMP,J	1360.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1360.00	300.00	1660.00
PDEMP,K	2060.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2060.80	412.32	2473.12
PDEMP,L	2248.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2248.80	173.65	2422.45
PDEMP,M	1212.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1212.40	200.00	1412.40
PDEMP,N	1360.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1360.00	300.00	1660.00
PDEMP,O	2060.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2060.80	412.32	2473.12
PDEMP,P	2248.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2248.80	173.65	2422.45
T&L 001	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
Total:	27528.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27528.00	4343.88	31871.88

DHCP PAID REPORT E001

VA TIME & ATTENDANCE SYSTEM

STATION: 578 / T&L: 001

## Employee Overtime/CompTime Report (OT/CT)

This option allows the user to display OT/CT that an employee has taken over one or all pay periods during a selected calendar year. Supervisors are only able to see employees under T&Ls that are assigned to them.

Select Employee Reports Option: 2 <RET> Employee Overtime/CompTime Report

Select T&L: 902 <RET>

Enter YEAR: 95 <RET> (1995)

Enter employee name (Return for ALL): <RET>

Enter Pay Period (Return for all in this yr.): <RET>

THIS IS A 132 COLUMN REPORT !

DEVICE: HOME// <RET> HOME

### EMPLOYEE OT/CT REPORT Year: 95 T&L: 902

DATE: 04/27/95

P/P	DATE	NAME	SSN	GROSS PAY	C/T USED	C/T BAL	O/T HRS	O/T PAY
01	01/08/95	PDEMP8,SEVEN	000-00-0087	1248.72	0.00	0.00	4.00	87.12
		PDEMP8,EIGHT	000-00-0088	2491.08	0.00	0.00	12.00	287.88
		PDEMP8,NINE	000-00-0089	1948.76	0.00	0.00	4.00	95.96
		PDEMP9,TEN	000-00-0090	1403.50	0.00	0.00	9.00	202.70
		PDEMP9,ONE	000-00-0091	2203.20	2.00	0.00	0.00	0.00
					-----	----	----	----
		P/P-/Totals:		9295.26	2.00	0.00	29.00	673.66
02	01/22/95	PDEMP9,TWO	000-00-0092	1804.75	0.00	0.00	5.00	119.95
		PDEMP9,THREE	000-00-0093	1172.49	0.00	0.00	0.50	10.89
		PDEMP9,FOUR	000-00-0094	1896.74	0.00	0.00	6.50	155.94
		PDEMP9,FIVE	000-00-0095	2238.48	0.00	0.00	32.75	785.68
		PDEMP9,SIX	000-00-0096	1980.70	0.00	0.00	10.00	239.90
					-----	----	----	-----
		P/P-Totals:		9093.16	0.00	0.00	54.75	1312.36

DHCP PAID REPORT 0001

VA TIME & ATTENDANCE SYSTEM

STATION: 578 / T&L: 902



### ***Employee Prior Pay Period Adjustments***

This option allows the user to view all audits of employees that are under their assigned T&Ls, over a selected date range.

Select Employee Reports Option: 3 <RET> Employee Prior Pay Period Adjustments

Select T&L: 902 <RET>

Enter Beginning Date T//1/1/95 <RET> (JAN 01, 1995)

Enter Ending Date T//4/28/95 <RET> (APR 28, 1995)

THIS REPORT CAN BE QUEUED !

DEVICE: HOME// HYPER SPACE

.....

PRIOR PAY PERIOD ADJUSTMENT REPORT      DATE: 04/28/95  
 from JAN 01, 1995 to APR 28, 1995  
 for T&L 902

EMPLOYEE	TIMEKEEPER				SUPERVISOR		APPROVER		PROCESSOR	
	NAM	DATE	*	**	NAM	DATE	NAM	DATE	NAM	DATE
PAIDEMPLOYEE6,TEN	PDT	02-10-95	T	P	PDS	02/13/95	PDA	02/13/95	PDP	03/02/95
PAIDEMPLOYEE6,ONE	PDT	02-10-95	T	P	PDS	02/13/95	PDA	02/13/95	PDP	03/02/95
PAIDEMPLOYEE6,TWO	PDT	02-10-95	T	P	PDS	02/10/95	PDA	02/13/95	PDP	03/02/95
PAIDEMPLOYEE6,THREE	PDT	02-21-95	T	P	PDS	02/21/95	PDA	02/22/95	PDP	03/07/95
PAIDEMPLOYEE6,FOUR	PDT	02-21-95	T	P	PDS	02/22/95	PDA	02/22/95	PDP	03/07/95
PAIDEMPLOYEE6,FIVE	PDT	02-21-95	T	P	PDS	02/22/95	PDA	02/22/95	PDP	03/07/95
PAIDEMPLOYEE6,SIX	PDT	02-21-95	T	P	PDS	02/21/95	PDA	02/22/95	PDP	03/07/95
PAIDEMPLOYEE6,SEVEN	PDT	03-07-95	T	P	PDS	03/14/95	PDA	03/16/95	PDP	03/24/95
PAIDEMPLOYEE6,EIGHT	PDT	03-14-95	T	P	PDS	03/20/95	PDA	03/20/95	PDP	03/21/95
PAIDEMPLOYEE6,NINE	PDT	04-11-95	T	A	PDS	04/11/95	PDA	04/12/95		
*TYPE: T=TIME V=VCS H=HAZARD/ENVIR DIFF **STATUS: R=REQUESTED A=APPROVED P=PAYROLL PROCESSED D=DISAPPROVED X=CANCELLED S=SUPR. APPROVED										
DHCP PAID REPORT AU01      VA TIME & ATTENDANCE SYSTEM      STATION: 578 / T&L: 902										

### ***Employee Leave Reports***

This option allows the supervisor to view all leave reports of one or all employees within the T&Ls that he/she is assigned to.

Select Employee Reports Option: **1** <RET> Employee Leave Reports

- 1 Employee Leave Used
- 2 Employee Leave Requested
- 3 Employee Leave Pattern

**Employee Leave Used**

This option allows the supervisor to print, over a selected date range, all previous leave taken by one or all employees within the T&Ls that he/she is assigned to.

Select Employee Leave Reports Option: 1 <RET> Employee Leave Used  
 Select T&L Unit(s): 043 <RET>

Report Beginning Date T//1/1/93 <RET> (JAN 01, 1993)  
 Report Ending Date T// <RET> (AUG 21, 1995)

THIS IS A 132 COLUMN REPORT.

DEVICE: HOME// <RET>

LEAVE USED SUMMARY DATE: 08/21/95  
 from JAN 01, 1993 to AUG 21, 1995

PP	DATE	EMPLOYEE	SSN	TYPE	FROM	TO	LENGTH
02	01/25/93	PDEMP9,SEVEN	000-00-0097	Sick Leave	04:30P	05:15P	.75 H
				Annual Leave	MID	01:00A	1.00 H
	02/01/9			Sick Leave	11:00P	01:00A	2.00 H
26	12/31/93	PDEMP9,EIGHT	000-00-0098	Without Pay	07:00A	03:30P	8.00 H
15	07/25/94	PDEMP9,NINE	000-00-0099	Annual Leave	08:00A	04:30P	8.00 H
23	11/14/94	PDEMP9,SEVEN	000-00-0097	Annual Leave	08:00A	04:30P	8.00 H

DHCP PAID REPORT L004

VA TIME & ATTENDANCE SYSTEM

STATION: 578 / T&L: 043

## Employee Leave Requested

This option enables to user to display all future leave that has been requested by one or all employees that are assigned to his/her T&L over a selected date range.

Select Employee Leave Reports Option: **2** <RET> Employee Leave Requested

Select T&L: **100** <RET>

Enter employee name (Return for all): <RET>

Report Beginning Date T//**5/1/95** <RET> (MAY 01, 1995)

Report Ending Date T//**12/31/95** <RET> (DEC 31, 1995)

THIS IS A 132-COLUMN REPORT!

DEVICE: HOME// <RET> QUEUE TO PRINT ON

EMPLOYEE LEAVE REQUEST LIST                      DATE: 05/01/95  
from MAY 01, 1995 to DEC 31, 1995  
FOR T&L: 100

FROM	TO	EMPLOYEE	LENGTH	TYPE LEAVE	DATE-REQ	DATE-APP	APPROVING SUPERVISOR
05/01/95 01:00P	05/01/95 04:30P	PDEMP10,TEN	3.5 hrs	Sick Leave	05/01/95		PAIDSUPERVISR1,NINE
05/01/95 01:00P	05/01/95 03:30P	PDEMP10,ONE	2.5 hrs	Sick Leave	05/01/95		PAIDSUPERVISR2,TEN
05/01/95 07:00A	05/01/95 03:30P	PDEMP10,TWO	8 hrs	Sick Leave	04/28/95	05/01/95	PAIDSUPERVISR1,NINE
05/01/95 08:00A	05/04/95 04:30P	PDEMP10,THREE	32 hrs	Annual Leave	12/12/94	12/15/94	PAIDSUPERVISR2,ONE
05/01/95 07:00A	05/01/95 03:30P	PDEMP10,FOUR	8 hrs	Compensatory Time	04/03/95	04/06/95	PAIDSUPERVISR2,TWO
05/02/95 07:15A	05/02/95 03:45P	PDEMP10,FIVE	8 hrs	Annual Leave	05/01/95		PAIDSUPERVISR2,THRE
05/04/95 07:00A	05/04/95 03:30P	PDEMP10,SIX	8 hrs	Annual Leave	04/26/95	04/26/95	PAIDSUPERVISR2,ONE
05/04/95 08:00A	05/08/95 04:30P	PDEMP10,SEVEN	24 hrs	Annual Leave	04/28/95	04/28/95	PAIDSUPERVISR2,THRE
05/04/95 08:00A	05/17/95 04:30P	PDEMP10,EIGHT	80 hrs	Annual Leave	06/29/94	07/18/94	PAIDSUPERVISR2,FOUR

DHCP PAID REPORT L002

VA TIME & ATTENDANCE SYSTEM

STATION: 578 / T&L: 100

### ***Employee Leave Pattern***

This option allows the user to view all leave taken around scheduled off days by an employee. Supervisors can only see T&Ls that are assigned to them.

Select Employee Leave Reports Option: **3** <RET> Employee Leave Pattern

Select T&L: **902** <RET>

Enter employee name: **PAIDEMPLOYEE10,NINE** <RET>

Enter Beginning Date T// **1/1/94** <RET> (JAN 01, 1994)

Enter Ending Date T// <RET> (APR 26, 1995)

THIS IS AN 80 COLUMN REPORT.

DEVICE: HOME// <RET> QUEUE TO PRINT ON

EMPLOYEE LEAVE PATTERN  
 from: JAN 01, 1994 to APR 26, 1995  
 for: PAIDEMPLOYEE10,NINE - ISC

DATE: 04/26/95

P/P	DAY	DATE	TYPE	FROM	TO	LENGTH	COMMENT
93-26	Sun	01/02/94	DO				
	Mon	01/03/94	WP	07:30A	04:00P	8.00 H	
	Tue	01/04/94	WP	07:30A	04:00P	8.00 H	
	Wed	01/05/94	WP	07:30A	04:00P	8.00 H	
	Thu	01/06/94	WP	07:30A	04:00P	8.00 H	
	Fri	01/07/94	WP	07:30A	04:00P	8.00 H	
	Sat	01/08/94	DO				
94-01	Wed	01/12/94	SL	07:30A	11:30A	4.00 H	
	Sun	01/16/94	DO				
	Mon	01/17/94	HX	07:30A	04:00P	8.00 H	
	Thu	01/20/94	AL	07:30A	10:30A	3.00 H	
94-03	Thu	02/17/94	SL	07:30A	10:45A	3.25 H	
94-04	Sun	02/20/94	DO				
	Mon	02/21/94	HX	07:30A	04:00P	8.00 H	
94-05	Tue	03/08/94	SL	07:30A	05:00P	9.00 H	
94-08	Fri	04/22/94	AL	08:00A	04:30P	8.00 H	
	Sat	04/23/94	DO				
	Sun	04/24/94	DO				
	Mon	04/25/94	AL	07:30A	05:00P	9.00 H	
	Tue	04/26/94	AL	07:30A	05:00P	9.00 H	
	Wed	04/27/94	HX	07:30A	05:00P	9.00 H	
	Thu	04/28/94	AL	07:30A	05:00P	9.00 H	
Fri	04/29/94	DO					
94-09	Sun	05/01/94	DO				
	Mon	05/02/94	AL	07:30A	05:00P	9.00 H	
	Tue	05/03/94	AL	07:30A	05:00P	9.00 H	
	Wed	05/04/94	AL	07:30A	05:00P	9.00 H	
	Thu	05/05/94	AL	07:30A	05:00P	9.00 H	
	Fri	05/06/94	AL	08:00A	04:30P	8.00 H	
	Sat	05/07/94	DO				

DHCP PAID REPORT L005

VA TIME & ATTENDANCE SYSTEM

STATION: 578 / T&L: 902

## **Review FY Recess for 9 Month AWS Employee**

This view only option displays the Recess Schedule for nurses on the 9 month/3 month alternate work schedule (AWS). To view a 9 month/3 month AWS Recess Schedule, enter the T&L unit of the nurse. At the next prompt, enter the fiscal year or the nurse's name.

Once the schedule is selected, you may enter actions at the "Select Action" prompt to navigate through the Recess Schedule, print the Recess Schedule and display a summary. Enter a double question mark (??) at this prompt for a list of all available actions.

Following is a list of actions with a brief description. The mnemonic for each action is shown in brackets [ ] following the action name. Entering the mnemonic is the quickest way to select an action.

<b>Action</b>	<b>Description</b>
Recess Hours Summary [RS]	Enter RS to see a summary screen with recess totals. Be sure to scroll down to see the whole report.
Next Screen [+]	Move to the next screen.
Previous Screen [-]	Move to the previous screen.
Up a Line [UP]	Move up one line.
Down a Line [DN]	Move down one line.
Shift View to Right [>]	Move the screen to the right if the screen width is more than 80 characters.
Shift View to Left [<]	Move the screen to the left if the screen width is more than 80 characters.
First Screen [FS]	Move to the first screen.
Last Screen [LS]	Move to the last screen.
Go to Page [GO]	Move to any selected page in the list.
Re Display Screen [RD]	Redisplay the current screen.



T&A Supervisor Menu

Print Screen [PS]	Print the header and the portion of the list currently displayed.
Print List [PL]	Print the list of entries currently displayed.
Search List [SL]	Find selected text in list of entries.
Auto Display(On/Off) [ADPL]	Toggle the menu of actions to be displayed/not displayed automatically.
Quit [QU]	Exit the screen.

Select Employee Reports Option: **Review FY** Recess for 9 Month AWS Employee

Select T&L Unit: **221**

Select 9-month AWS Nurse: **2007**

- 1 2007 PAIDemployee,One 2007 000-01-4309
- 2 2007 PAIDemployee,Two 2007 000-01-3045
- 3 2007 PAIDemployee,Three 2007 000-01-2715
- 4 2007 PAIDemployee,Four 2007 000-01-4274
- 5 2007 PAIDemployee,Five 2007 000-01-4275

Press <RETURN> to see more, '^' to exit this list, OR  
 CHOOSE 1-5: **1** PAIDemployee,One 2007 000-01-4309

Recess Schedule Viewer Jul 17, 2007@14:43:45 Page: 1 of 4  
 FY2007 Recess Week Viewer for 9 month AWS with start date 10/01/06 (pp 06-20)  
 PAIDemployee,One XXX-XX-4309 T&L Unit: 221

```
+Week---PayPd--Sun Mon Tue Wed Thu Fri Sat-Recess: Scheduled--Certified-----
=====Nov 2006=====
6          5  6  7  8  9 10 11          8.00
7 06-23    12 13 14 15 16 17 18        10.50
8          19 20 21 22 23 24 25        40.25
9 06-24    26 27 28 29 30  1  2        24.75
=====Dec 2006=====
10         3  4  5  6  7  8  9          40.00
11 06-25    10 11 12 13 14 15 16        56.00
12          17 18 19 20 21 22 23        36.50
13 06-26    24 25 26 27 28 29 30        36.00
14          31  1  2  3  4  5  6        36.00
=====Jan 2007=====
15 07-01    7  8  9 10 11 12 13        36.00
16          14 15 16 17 18 19 20        36.00
17 07-02    21 22 23 24 25 26 27        36.00
18          28 29 30 31  1  2  3        36.00
=====Feb 2007=====
```

+-----Enter ?? for more actions-----  
 RS Recess Hours Summary  
 Select Action:Next Screen// **rs** Recess Hours Summary

--Week-	Begin Date-----	Sched	Recess Hrs----	TimeCard	Certified-----
6	11/05/06		8.00		0.00
7	11/12/06		10.50		0.00
8	11/19/06		40.25		0.00
9	11/26/06		24.75		0.00
10	12/03/06		40.00		0.00
11	12/10/06		56.00		0.00
12	12/17/06		36.50		0.00
13	12/24/06		36.00		0.00
14	12/31/06		36.00		0.00
15	01/07/07		36.00		0.00
16	01/14/07		36.00		0.00
17	01/21/07		36.00		0.00
18	01/28/07		36.00		0.00
19	02/04/07		36.00		0.00
20	02/11/07		3.50		0.00
			=====		=====

+-----WARNING--Recess hours are under scheduled: 68.50-----

Select Action:Next Screen// <RET> NEXT SCREEN

+--Week-Begin Date-----Sched Recess Hrs----TimeCard Certified-----  
Total Recess. Scheduled: 471.50 Posted: 0.00

Total Weeks in AWS FY Schedule: 54.00  
Total available FY recess hrs: 540.00 (13.5 weeks)  
WARNING--Recess hours under scheduled: 68.50

-----Enter ?? for more actions-----

Select Action:Quit//

## Display Employee Tour Hours

This option allows T&A Supervisors to view an employee's tour of duty number, tour of duty hours, tour hours on each day and 8B normal hours for a selected pay period within the T&L units assigned to them. The Tour Hours column contains a total of any tour hours that fall on that day; therefore, two day tours will contribute hours to both days on which they fall.

Supervisors can also choose to print the footnotes explaining the report headings.

Select Employee Reports Option: Display Employee Tour Hours

Select T&L Unit: 100 <RET>

Select EMPLOYEE: PAIDEMPLOYEE,ONE <RET> 000-01-4202  
0XX-XX-4202

Select PAY PERIOD: 08-08 <RET>

Include report footnotes? N// y <RET> YES

DEVICE: HOME// <RET> UCX/TELNET Right Margin: 80// <RET>

VA TIME & ATTENDANCE REPORT for T&A Supervisor--NOV 07, 2008@09:19  
p1

Display Employee Tour Hours: PP 08-08 (13-Apr-08 thru 26-Apr-08)

EMPLOYEE NAME	SSN	8B NRM HRS	ToD HRS*	IEN 450
=====	=====	=====	=====	=====
PAIDEMPLOYEE,ONE	0XX-XX-4202	40	40	14202

Day	ToD #*	Tour Week 1	Hours*	ToD #*	Tour Week 2	Hours*
---	---	-----	-----	-----	-----	-----
Sun	1	Day Off	0.00	1	Day Off	0.00
Mon	28	07:00P-MID	5.00	1	Day Off	0.00
Tue	28	07:00P-MID	5.00	28	07:00P-MID	5.00
Wed	28	07:00P-MID	5.00	28	07:00P-MID	5.00
Thu	28	07:00P-MID	5.00	28	07:00P-MID	5.00
Fri	1	Day Off	0.00	28	07:00P-MID	5.00
Sat	1	Day Off	0.00	1	Day Off	0.00

Enter RETURN to continue or '^' to exit: <RET>

=====

FOOTNOTES TO REPORT  
HEADINGS

=====

==

\*ToD HRS (Tour of Duty Hours) The total Tour of Duty hours that fall within the  
----- two week pay period, beginning midnight Saturday. Hours that cross  
midnight from a tour that starts on the last day of a pay period  
will appear on the following pay period.

.....

\*Hours (DAILY TOUR HOURS) This column contains actual tour hours that fall  
----- on that day from the 24 hour period beginning at midnight. A two  
day tour will contribute hours to each day the tour falls on.

Hours  
that cross midnight from a tour that starts on the last day of a pay  
period will appear on the following pay  
period.

.....

\*ToD # (Tour of Duty Number) The tour's entry number in the Tour  
----- of Duty file (#457.1)

.....

Enter return to continue.

## Chapter 6. T&A OT/Supervisor Menu

This is the Time and Leave Unit (T&L) OT/Supervisor's menu and should be assigned to supervisors who approve overtime and compensatory time.

### NOTE:

**The “T&A OT/Supervisor” and “T&A Supervisor” options – except for *Approve OT/CT* – are the same.**

The List and Display screens are provided to assist the user in the proper maintenance of employee attendance data. These screens can be used to review posted information, check schedules, leave balances, leave requests, overtime/compensatory time requests and status, etc.

### PRIVACY ACT STATEMENT

In accordance with OPM and VA policies this information is to be furnished for use only as authorized. It will not be reproduced or used for any other purposes. Any output must be secured in a storage system adequate to insure against disclosure to unauthorized parties. Disposal will be by burning, shredding, or other treatment to destroy their legibility.

- 1 Supervisory Approvals
- 2 Pay Period Certification
- 3 List Leave Requests
- 4 Employee Leave Balances
- 5 Display OT/CT Requests
- 6 List Daily Exceptions
- 7 Display Pay Period Exceptions
- 8 Display Employee Tour of Duty
- 9 Display Employee Pay Period
- 10 List Tours by T&L
- 11 List Environment Diff. Requests
- 12 Approve OT/CT
- 13 List Un-Certified Employees
- 14 List Prior Pay Period Exceptions
- 15 Employee Reports ...

## Approve OT/CT

This option allows the Director or his/her designee to approve, disapprove, or cancel the use of overtime or compensatory time (comp time) and prior pay period corrections that have previously been approved by the supervisor. A message will appear indicating the need for approval. Individual items can be disapproved while approving remaining items. An estimated cost of overtime is displayed. The Director must have an electronic signature on file in order to approve, disapprove, or cancel the requests. See the Electronic Signature section of this manual for an example on how to create an electronic signature.

Select T&A OT/Supervisor Menu Option: **12 <RET>** Approve OT/CT

### VA TIME & ATTENDANCE SYSTEM OVERTIME/COMPTIME APPROVAL

100 INFORMATION SYSTEMS CENTER, DEVELOPMENT SECTION

1	8-Feb-93 PAIDEMPLOYEE11,TEN HINES TEST	3 Hrs. OVERTIME on T&L 101
2	9-Feb-93 PAIDEMPLOYEE11,TEN HINES TEST	1 Hrs. OVERTIME on T&L 101
3	10-Feb-93 PAIDEMPLOYEE11,TEN HINES TEST	1 Hrs. OVERTIME on T&L 101
4	11-Feb-93 PAIDEMPLOYEE11,TEN HINES TEST	1 Hrs. OVERTIME on T&L 101
5	13-Feb-93 PAIDEMPLOYEE11,TEN HINES TEST	5 Hrs. OVERTIME on T&L 101

Estimated Cost of Overtime: \$61.20

Disposition (A=Approve, D=Disapprove, X=Dis. Line Item, RETURN to bypass): **X <RET>**

Disapprove which Items: **4 <RET>**

Enter Signature Code: ... signed.

No Prior Pay Period actions to certify.

## Chapter 7. Timekeeper Main Menu

The options on this menu allow the timekeeper to post and review time and attendance data for the employees in the Time and Leave Units (T&Ls) that they are authorized to service.

The options with "." attached to the end of the title string indicate that those options are submenu items (options that have menus attached). This will become clearer when option 4, "Employee Data..." is described.

The List and Display screens are provided to assist the user in the proper maintenance of employee attendance data. These screens can be used to review posted information, check schedules, leave balances, leave requests, overtime/compensatory time requests and status, etc.

### PRIVACY ACT STATEMENT

In accordance with OPM and VA policies this information is to be furnished for use only as authorized. It will not be reproduced or used for any other purposes. Any output must be secured in a storage system adequate to insure against disclosure to unauthorized parties. Disposal will be by burning, shredding, or other treatment to destroy their legibility.

- 1 Post Employee Time
- 2 List Daily Exceptions
- 3 Display Pay Period Exceptions
- 4 Employee Data ...
- 5 List Leave Requests
- 6 Display OT/CT Requests
- 7 Enter OT/CT Request
- 8 Cancel OT Request
- 9 Daily T&L List
- 10 List Tours by T&L
- 11 List Prior Pay Period Exceptions
- 12 Prior Pay Period Adjustments ...
- 13 Envir. Diff./VCS Sales ...
- 14 List Un-Certified Employees
- 15 Edit OT/CT Request

## Post Employee Time

Timekeepers will use this option to record daily attendance information. Although it is the one option that will be used most, it cannot be exercised unless the employee has a Tour of Duty established. Establishing a Tour of Duty will be discussed in greater detail when we describe the Enter/Edit Employee Tour of Duty option on the Employee Data Menu.

When this option is selected, the system asks for a posting date and gives a default value of "T-1" which means today minus one, or yesterday. If posting for a date other than yesterday, enter a date, i.e., 4/9, 04-09, etc. The next prompt will ask if you would like to edit the T&A records in alphabetical order. Enter "yes" and the system will display (alphabetically) only those employees with a scheduled Tour of Duty for the selected day; which have not previously been posted. A "no" response will allow you to select an individual employee for posting.

If a leave request is entered for a date that was already posted, a bulletin is sent to all timekeepers for the T&L of the employee.

If an attempt is made to alter a record after approval but before transmission, the timekeeper is alerted to call Payroll.

In this section, we will discuss how to post the following:

1. Post Scheduled Tour of Duty
2. Post Leave (including Family Care and Bereavement, Adoption & Donor Leave)
3. Post OT/CT & Unscheduled Time
4. Post Baylor Plan
5. Post 9 Month AWS Employee
6. Post 36/40 AWS Plan
7. Post Holidays
8. Post for Daylight Savings Time
9. Post Time for Doctors (Full Time & Part Time)

These subsections can only be accessed by choosing the "Post Employee Time" option.

As of July 2012, the Telework Indicator code is displayed next to the employee's name. The telework type code is displayed under the "TW" column, next to the date.



### **Post Scheduled Tour of Duty**

If an employee only works his/her scheduled tour of duty, the posting for that time is straightforward. Below is an example on how to post a scheduled tour of duty for an employee.

The prompt, "Select T&L Unit" will only appear if the timekeeper has more than one T&L that he/she is responsible for.

As of July 2012, the Telework Indicator code is displayed next to the employee's name. The telework type code is displayed under the "TW" column, next to the date.

Select TimeKeeper Main Menu Option: 1 Post Employee Time

Select T&L Unit: 110 NHCU

Posting Date: T-1//5/22/2012 (MAY 22, 2012)

Would you like to edit the T & A RECORDs in alphabetical order? Yes// N (No)

Select EMPLOYEE: PAIDEMPLOYEE, EMP1 PAIDEMPLOYEE, EMP1 111-11-1114

Station: 442	Normal Hours: 80	Duty Basis: 1
T&L: 110	Pay Plan: A	Comp/Flex: 0
Pay Per: 12-11	Telework Indicator: E	FLSA: N

Date	TW	Scheduled Tour	Tour Exceptions
------	----	----------------	-----------------

Tue 22-May-12		07:00A-03:30P	Unposted
---------------	--	---------------	----------

Did Employee Only Work Scheduled Tour? Y

Enter Any Ad Hoc Telework Hours: (0-8): 0//

Enter '^' to bypass this employee.

Posting has now been completed for an employee that is only working his/her scheduled tour of duty.

## **Post Leave**

Posting leave is dependent on when and how much leave is taken. The examples provided will demonstrate how to post leave for the following situations:

- A) Leave for the entire day
- B) Leave for part of the day
- C) Leave during the middle of the day which includes meal time
- D) Combining different types of leave in one day
- E) Leave for Family Care and bereavement; Leave for Adoption
- F) Donor Leave

Most types of leave used by employees require a request for the leave and/or supervisory approval of the leave. Request and/or approval can be accomplished either by the completion of an SF71 (Application for Leave), a time remarks code entered for the leave, or by the leave request being electronically entered and approved. Therefore, when leave is posted the timekeeper will be shown a prompt "Time Remarks Code". The options for "Time Remarks Code" vary, depending on the "Type of Time Code" that the user selects. Enter two question marks (??) at the "Time Remarks Code" prompt in order to view the following options. Definitions are as follows.

### **AA Auth Abs**

Granted by Supr - 5: This code is used when the employee is on Authorized Absence from his/her duties. No electronic request is required.

Jury Duty - 6: This code is used when the employee has been summoned for Jury Duty. The court summons will be used as authorization.

SF71 on File - 1: This code is used with Adoption (AD), Annual Leave (AL), Authorized Absence (AA), Comp Time Used (CU), Donor Leave (DL), Family Care and Bereavement (CB), Military Leave (ML), Non-Pay Annual Leave (NL), Restored Annual Leave (RL), Sick Leave (SL), and Without Pay (WP). It indicates that an approved SF71 is on file and no electronic request is required.

### **AD Adopt**

Adoption: Becoming legal parents of another's child (all activities necessary for completion of the adoption). This leave will be charged to the employee's Sick Leave by the Austin Automation Center.

### **AL Annual Lv**

SF71 on File - 1: See above definition.

CB Fam Care

Family Care and Bereavement: Family Care - To care for a family member as a result of physical or mental illness. Bereavement - Death of a family member (attending funeral, and other arrangements necessitated by the death). This leave will be charged to the employee's Sick Leave by the Austin Automation Center.

CP COP

Continuance of Pay: This code is used when the employee has been injured on the job and is on Continuation of Pay. No "Time Remarks Code" required.

CU Comp Used

SF71 on File - 1: See definition.

DL Donor Lv

This code is used when the employee wants to serve as an organ or bone-marrow donor. This leave will be charged to Authorized Absence (AA) by the Austin Automation Center.

ML Mil Lv

Military Leave - SF71 on File - 1: See definition.

NL Non-Pay Annual Leave

SF71 on File - 1: See definition.

NP Non Pay

No "Time Remarks Code" required.

RL Res Ann Lv

SF71 on File - 1: See definition.

SL Sick Lv

SF71 on File - 1: See definition.

WP LWOP

AWOL - 3: This code can be used for all employees that are absent without leave. No electronic request is required.

On Suspension - 4: This code can be used for all employees. No electronic request is required.

SF71 on File - 1: See definition.

### **A) Leave for the Entire Day**

Below is an example of an employee whose tour of duty is MID-08:00A On-Call and 08:00A-04:30P and is on leave for the entire tour. If that employee needs to be available for on-call hours (even though he/she is on leave for the entire day), the timekeeper must delete "Unavailable for On-Call" that automatically appears on the screen.

The prompt, "Select T&L Unit" will only appear if the timekeeper has more than one T&L that he/she is responsible for.

#### VA TIME & ATTENDANCE SYSTEM EMPLOYEE TIME AND ATTENDANCE DATA

Select Timekeeper Main Menu Option: **1** <RET> Post Employee Time

Select T&L Unit: **111** <RET>

Posting Date: T-1// <RET> (AUG 02, 1994)

Would you like to edit the T & A RECORDs in alphabetical order? YES// **N**  
<RET> (NO)

Select EMPLOYEE: **PAIDEMPLOYEE8,TWO** <RET> PAIDEMPLOYEE8,TWO 000-00-0082

VA TIME & ATTENDANCE SYSTEM  
EMPLOYEE TIME AND ATTENDANCE DATA

PAIDEMPLOYEE8,TWO

000-00-0082

Station: 578  
T&L: 111  
Pay Per: 94-15

Normal Hours: 80  
Pay Plan: 1

Duty Basis: 1  
Flexitime:  
FLSA: N

Date	Scheduled Tour	Tour Exceptions
Tue 2-Aug-94	MID-08:00A On-Call 08:00A-04:30P	Unposted

Enter '^' to bypass this employee.

Did Employee Only Work Scheduled Tour? N <RET>

Was Employee Absent the Entire Tour? Y <RET>

Select TYPE OF TIME CODE: ?? <RET>

CHOOSE FROM:

AA AUTH ABS  
AD ADOPT  
AL ANNUAL LV  
CB FAM CARE  
CP COP  
CU COMP USED  
DL DONOR LV  
ML MIL LV  
NP NON PAY  
RL RES ANN LV  
SL SICK LV  
TR TRAINING  
TV TRAVEL  
WP LWOP

Select TYPE OF TIME CODE: AA <RET> AUTH ABS

TIME REMARKS CODE: ?? <RET>

CHOOSE FROM:

AA Granted by Supr. 5  
Jury Duty 6  
SF71 on file 1

TIME REMARKS CODE: 5 <RET> AA Granted by Supr. 5

Remarks: Seminar <RET>

**B) Leave for Part of the Day**

Assume that the tour of duty is 08:00A-04:30P with a 30 minute lunch at 1:00P. If an employee leaves at 01:00P, the time segment for his absence would be 01:30P- 04:30P, not including the 30 minute lunch period.

The prompt, "Select T&L Unit" will only appear if the timekeeper has more than one T&L that he/she is responsible for.

Select Timekeeper Main Menu Option: 1 <RET> Post Employee Time

Select T&L Unit: 111 <RET>

Posting Date: T-1// <RET> (AUG 02, 1994)

Would you like to edit the T & A RECORDS in alphabetical order? YES// NO  
<RET>

Select EMPLOYEE: PAIDEMPLOYEE11,ONE <RET> PAIDEMPLOYEE11,ONE 000-00-0111

VA TIME & ATTENDANCE SYSTEM  
EMPLOYEE TIME AND ATTENDANCE DATA

PAIDEMPLOYEE11,ONE

000-00-0111

Station: 578

Normal Hours: 80

Duty Basis: 1

T&L: 111

Pay Plan: 1

Flextime: C

Pay Per: 94-15

FLSA: E

Date	Scheduled Tour	Tour Exceptions
Tue 2-Aug-94	08:00A-04:30P	

Enter '^' to bypass this employee.

Did Employee Only Work Scheduled Tour? N <RET>

Was Employee Absent the Entire Tour? N <RET>

PAIDEMPLOYEE11,ONE  
Station: 578

VA TIME & ATTENDANCE SYSTEM  
Tour Beginning  
Tue 2-Aug-94

000-00-0111  
T&L: 111

Tour: 08:00A-04:30P

	START	STOP	TYPE OF TIME	REMARKS CODE
1	01:30P	04:30P	SL	1 <RET> SF71 on file
2				
3				
4				
5				
6				
7				

Remarks: **Dental app't <RET>**

---

Exit            Save            Refresh

Enter a command or '^CAPTION to jump to a field in the current window.

COMMAND: **E <RET>**

INSERT

Save changes before leaving form? (Y/N) **Y <RET>**



**C) Leave During the Middle of the Day Which Includes Meal Time**

Assume that the scheduled tour of duty is 07:00A-03:30P with a 30 minute lunch at noon. If an employee is absent for a portion of a day, the timekeeper must key in segments of absence which allow for the meal time. For instance, an employee took leave from 11:00A-01:00P in the middle of his tour; the timekeeper would key in 11:00A-Noon in segment 1, and 12:30P-01:00P in segment 2, skipping the 30 minute lunch period.

The prompt, "Select T&L Unit" will only appear if the timekeeper has more than one T&L that he/she is responsible for.

Select Timekeeper Main Menu Option: 1 <RET> Post Employee Time

Select T&L Unit: 111 <RET>

Posting Date: T-1// <RET> (AUG 02, 1994)

Would you like to edit the T & A RECORDs in alphabetical order? YES// N  
<RET> (NO)

Select EMPLOYEE: PAIDEMPLOYEE11,ONE <RET> PAIDEMPLOYEE11,ONE 000-00-0111

VA TIME & ATTENDANCE SYSTEM  
EMPLOYEE TIME AND ATTENDANCE DATA

PAIDEMPLOYEE11,ONE

000-00-0111

Station: 578

Normal Hours: 80

Duty Basis: 1

T&L: 111

Pay Plan: 1

Flextime: C

Pay Per: 94-15

FLSA: E

Date	Scheduled Tour	Tour Exceptions
Tue 2-Aug-94	07:00A-03:30P	

Enter '^' to bypass this employee.

Did Employee Only Work Scheduled Tour? N <RET>

Was Employee Absent the Entire Tour? N <RET>

PAIDEMPLOYEE11,ONE  
Station: 578

VA TIME & ATTENDANCE SYSTEM  
Tour Beginning  
Tue 2-Aug-94

000-00-0111  
T&L: 111

Tour: 07:00A-03:30P

	START	STOP	TYPE OF TIME	REMARKS CODE
1	11:00A	NOON	SL	1 <RET> SF71 on file
2	12:30P	01:00P	SL	1 <RET> SF71 on file
3				
4				
5				
6				
7				

Remarks: **Dental app't**

---

Exit      Save      Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.

COMMAND: **E <RET>**

Save changes before leaving form? (Y/N) **Y <RET>**

**D) Combining Different Types of Leave in One Day**

Assume that the scheduled tour of duty is 08:00A-04:30P. An employee can use more than one type of leave in the same day, if he/she chooses.

The prompt, "Select T&L Unit" will only appear if the timekeeper has more than one T&L that he/she is responsible for.

Select Timekeeper Main Menu Option: 1 <RET> Post Employee Time

Select T&L Unit: 111 <RET>

Posting Date: T-1// <RET> (AUG 02, 1994)

Would you like to edit the T & A RECORDS in alphabetical order? YES// N  
<RET> (NO)

Select EMPLOYEE: PAIDEMPLOYEE11,ONE <RET> PAIDEMPLOYEE11,ONE 000-00-0111

VA TIME & ATTENDANCE SYSTEM  
EMPLOYEE TIME AND ATTENDANCE DATA

PAIDEMPLOYEE11,ONE

000-00-0111

Station: 578

Normal Hours: 80

Duty Basis: 1

T&L: 111

Pay Plan: 1

Flextime: C

Pay Per: 94-15

FLSA: E

Date	Scheduled Tour	Tour Exceptions
Tue 2-Aug-94	08:00A-04:30P	

Enter '^' to bypass this employee.

Did Employee Only Work Scheduled Tour? N <RET>

Was Employee Absent the Entire Tour? N <RET>

PAIDEMPLOYEE11,ONE  
Station: 578

VA TIME & ATTENDANCE SYSTEM  
Tour Beginning  
Tue 2-Aug-94

000-00-0111  
T&L: 111

Tour: 08:00A-04:30P

	START	STOP	TYPE OF TIME	REMARKS CODE
1	08:00A	NOON	AL	1 <RET> SF71 on file
2	12:30P	04:03P	SL	1 <RET> SF71 on file
3				
4				
5				
6				
7				

Remarks: **Appointments**

---

Exit      Save      Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.

COMMAND: **E <RET>**

Save changes before leaving form? (Y/N) **Y <RET>**

### **E) Leave for Family Care and Bereavement, and Leave for Adoption**

Below is an example of Family Care and Bereavement Leave (CB) being posted for an employee who requested leave to take care of a family member that underwent major surgery. If the employee had requested Leave for Adoption, the timekeeper would choose AD. Both kinds of leave will be deducted from the employee's Sick Leave by the Austin Automation Center.

Select TimeKeeper Main Menu Option: **1** <RET> Post Employee Time

Select T&L Unit: **043** <RET>

Posting Date: T-1//**1/5** <RET> (JAN 05, 1995)

Would you like to edit the T & A RECORDs in alphabetical order? YES// **N**  
<RET> (NO)

Select EMPLOYEE: **PAIDEMPLOYEE11,TWO** <RET> PAIDEMPLOYEE11,TWO 000-00-0112

#### VA TIME & ATTENDANCE SYSTEM EMPLOYEE TIME AND ATTENDANCE DATA

PAIDEMPLOYEE11,TWO

000-00-0112

Station: 578

Normal Hours: 80

Duty Basis: 1

T&L: 043

Pay Plan: A

Flextime:

Pay Per: 94-26

FLSA: N

Date	Scheduled Tour	Tour Exceptions
Thu 5-Jan-95	10:00A-06:30P	Unposted

Enter '^' to bypass this employee.

Did Employee Only Work Scheduled Tour? **N** <RET>

Was Employee Absent the Entire Tour? **Y** <RET>

Select TYPE OF TIME CODE: **??** <RET>

Choose from:

AA	AUTH ABS
AD	ADOPT
AL	ANNUAL LV
CB	FAM CARE
CP	COP
CU	COMP USED
DL	DONOR LV
ML	MIL LV
NP	NON PAY
RL	RES ANN LV
SL	SICK LV
TR	TRAINING
TV	TRAVEL
WP	LWOP

Select TYPE OF TIME CODE: **CB** <RET>      FAM CARE  
TIME REMARKS CODE: ?? <RET>

Choose from:

SF71 on file      1

TIME REMARKS CODE: **1** <RET>      SF71 on file      1  
Remarks: **To care for bedridden brother.** <RET>

Select EMPLOYEE: <RET>

## F) Donor Leave

Following is an example of Donor Leave (DL) being posted for an employee who has requested leave to serve as an organ donor. This leave will be charged to Authorized Absence (AA) by the Austin Automation Center.

Select TimeKeeper Main Menu Option: **1** <RET> Post Employee Time

Select T&L Unit: **043** <RET>

Posting Date: T-1//1/5 <RET> (JAN 05, 1995)

Would you like to edit the T & A RECORDs in alphabetical order? YES// **N**  
<RET> (NO)

Select EMPLOYEE: **PAIDEMPLOYEE11,THREE** <RET> PAIDEMPLOYEE11,THREE 000-00-0113

### VA TIME & ATTENDANCE SYSTEM EMPLOYEE TIME AND ATTENDANCE DATA

PAIDEMPLOYEE11,THREE

000-00-0113

Station: 578

Normal Hours: 80

Duty Basis: 1

T&L: 043

Pay Plan: A

Flextime:

Pay Per: 94-26

FLSA: N

Date	Scheduled Tour	Tour Exceptions
Thu 5-Jan-95	08:00A-04:30P	Unposted

Enter '^' to bypass this employee.

Did Employee Only Work Scheduled Tour? **N** <RET>

Was Employee Absent the Entire Tour? **Y** <RET>

Select TYPE OF TIME CODE: ?? <RET>

Choose from:

AA	AUTH ABS
AD	ADOPT
AL	ANNUAL LV
CB	FAM CARE
CP	COP
CU	COMP USED
DL	DONOR LV
ML	MIL LV
NP	NON PAY
RL	RES ANN LV
SL	SICK LV
TR	TRAINING
TV	TRAVEL
WP	LWOP

Select TYPE OF TIME CODE: DL <RET> DONOR LV  
TIME REMARKS CODE: ?? <RET>

Choose from:

SF71 on file 1

TIME REMARKS CODE: 1 <RET> SF71 on file 1

Remarks: **Employee will donate kidney.** <RET>

Select EMPLOYEE: <RET>



## ***Post OT/CT & Unscheduled Time***

In order for the PAID system to credit the proper premiums associated with an employee's overtime, the timekeeper will have to enter the correct "Time Remarks Code" when posting overtime for an employee. Below is a description of the different types of Time Remarks Codes.

CB - Non-Premium T&L should be used for all employees that are called back to work for a minimum of two hours on a T&L that does not have Saturday and Sunday premium pay, and no night differential.

CB - Premium T&L should be used for employees that are called back to work for a minimum of two hours on a T&L that has Saturday and Sunday premium pay and no night differential.

OT While in Travel Status should be used for Title 5 FLSA non-exempt employees when the employees are working overtime while in travel status (before or after their scheduled tours). This code should also be used if the employees are working during normal tour hours on a day off while in travel status.

OT/CT on Premium T&L should be used for all employees who are entitled to Saturday and Sunday premium but not night differential.

OT/CT With Premiums should be used for all employees who are entitled to receive Saturday/Sunday premium **and** night differential. All Saturday/Sunday hours posted with this code will receive Saturday/Sunday premium and all hours posted with this code between 6:00P-6:00A should receive night differential.

Pre-Scheduled should be used for GS employees only that do not have a premium code of E or F (not for Hybrid Title 38 employees) when OT has been scheduled in advance of the work week and employees should receive night differential during premium hours (6:00P-6:00A).

Tour Coverage is for full-time and part-time nurses only and Title 38 Hybrid employees. It should be used when nurses are called back to work and will be paid a minimum of two hours overtime, Saturday and Sunday premium pay, and night differential.

Shift Coverage should be used for part-time and intermittent nurses who will be paid night differential for hours worked (including Saturday and Sunday premium), and non-nurses who will be paid night differential from 6:00P- 6:00A. This indicator should also be used when posting Regular Unscheduled (RG) hours for part-time WG employees who will be paid shift differential for hours worked.

Assume that the following employee's tour of duty is 08:00A-04:30P. When posting OT/CT on employee's normal off day, lunch is NOT to be included. For example, the user would post 8:00A-Noon, and from 12:30P-4:30P if employee worked OT/CT from 8:00A-4:30P with a lunch. (If lunch is included, it will be added to the OT/CT with a message appearing, "OT posted exceeds requested hours".)

The prompt, "Select T&L Unit" will only appear if the timekeeper has more than one T&L that he/she is responsible for.

Select TimeKeeper Main Menu Option: 1 <RET> Post Employee Time

Select T&L Unit: 111 <RET>

Posting Date: T-1// <RET> (AUG 03, 1994)

Would you like to edit the T & A RECORDs in alphabetical order? YES// N <RET>  
(NO)

Select EMPLOYEE: PAIDEMPLOYEE11,ONE <RET> PAIDEMPLOYEE11,ONE 000-00-0111

VA TIME & ATTENDANCE SYSTEM EMPLOYEE  
TIME AND ATTENDANCE DATA

PAIDEMPLOYEE11,ONE

000-00-0111

Station: 578

Normal Hours: 80

Duty Basis: 1

T&L: 111

Pay Plan: 1

Flextime: C

Pay Per: 94-15

FLSA: E

Date	Scheduled Tour	Tour Exceptions
------	----------------	-----------------

Wed 3-Aug-94	08:00A-04:30P	Enter
--------------	---------------	-------

'^' to bypass this employee.

Did Employee Only Work Scheduled Tour? N <RET>

Was Employee Absent the Entire Tour? N <RET>

PAIDEMPLOYEE11,ONE  
Station: 578

VA TIME & ATTENDANCE SYSTEM  
Tour Beginning  
Wed 3-Aug-94

000-00-0111  
T&L: 111

Tour: 08:00A-04:30P

	START	STOP	TYPE OF TIME	REMARKS CODE
1	04:30P	07:30P	OT	?? <RET>
2				
3				
4				
5				
6				
7				

Remarks:

---

A pointer to the TIME REMARKS file (#457.4) which identifies a time remark with the type of time worked or leave taken for the first segment of the work day.

CHOOSE FROM:

CB - Non-Premium T&L	13
CB - Premium T&L	14
OT while in Travel Status	8
OT/CT on Premium T&L	9
Pre-Scheduled	11
Tour Coverage	12

Press <PF1>H for help      INSERT

PAIDEMPLOYEE11,ONE  
Station: 578

VA TIME & ATTENDANCE SYSTEM  
Tour Beginning  
Wed 3-Aug-94

000-00-0111  
T&L: 111

Tour: 08:00A-04:30P

	START	STOP	TYPE OF TIME	REMARKS CODE
1	04:30P	07:30P	OT	11 <RET> Pre-Scheduled
2				
3				
4				
5				
6				
7				

Remarks: **Completion of PAID**

---

Exit      Save      Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.

COMMAND: **E** <RET>

INSERT

Save changes before leaving form? (Y/N) **Y** <RET>

### ***Post Baylor Plan***

The Baylor Plan consists of two regularly scheduled 12-hour tours of duty that fall entirely within the period commencing at midnight Friday and ending at midnight the following Sunday. This plan is restricted to nurses who are appointed at VA health-care facilities under the provisions of 38 U.S.C. 4101(1) or 4114(a)(1)(A) and who are providing direct patient care. When employees within this plan work hours that extend their scheduled tour of duty, the timekeeper must post the time as overtime.

## Post 9 Month AWS Employee

Nurses on the 9 Month AWS will be considered part time employees who will be scheduled to work 80 hours per pay period for 9 months of the year and will be on recess for the remaining 3 months. The periods of work do not have to be 9 contiguous months.

The nurse's schedule will need to be reviewed and approved at the time the nurse goes onto the 9 Month AWS. Nurses working this AWS must be in pay plan M with duty basis (2) part-time and be FLSA code (E) exempt with normal hours of 80.. Note that before posting recess (RS) to the timecard, the timekeeper must enter the nurses recess periods using the Recess Enter/Edit for 9 Month AWS [PRSA RECESS ENTER/EDIT] option.

It is expected that the timekeeper will maintain the employee's tour and post a daily exception during periods of recess for the nurses on the 9-month AWS. Recess is only posted within the scheduled tour of duty.

The timekeeper may post the RS type of time code to indicate that the nurse was on recess the entire tour or that they were on recess for only a portion of the tour. The timekeeper may record periods of recess (RS) and periods of work during recess on the timecard of nurses working the 9 month/3 month AWS. Any work performed during the recess period should be posted as an exception along with recess exceptions. Postings of recess may be overlapped by postings of work, such as, comp time earned, overtime, unscheduled regular, etc. Nurses on the 9 Month AWS are not entitled to Holiday in Lieu of days.

PAIDemployee,One	T&L 200	0XX-XX-6000
Date	Scheduled Tour	Tour Exceptions
Sun 18-Feb-07	Day Off	07:00A-05:00P OT OVERTIME OT/CT With Premiums
Mon 19-Feb-07	08:00A-04:30P	08:00A-04:30P RS RECESS
Tue 20-Feb-07	08:00A-04:30P	08:00A-11:45A RS RECESS 11:45A-NOON AL ANNUAL LV SF71 on file 12:30P-04:30P AL ANNUAL LV SF71 on file
Wed 21-Feb-07	08:00A-04:30P	
Thu 22-Feb-07	08:00A-04:30P	
Fri 23-Feb-07	08:00A-04:30P	
Sat 24-Feb-07	Day Off	07:00A-05:00P OT OVERTIME OT/CT With Premiums
Sun 25-Feb-07	Day Off	
Mon 26-Feb-07	08:00A-04:30P	05:00P-06:00P OT OVERTIME
Tue 27-Feb-07	08:00A-04:30P	
Wed 28-Feb-07	08:00A-04:30P	
Thu 1-Mar-07	08:00A-04:30P	
Fri 2-Mar-07	08:00A-04:30P	
Sat 3-Mar-07	Day Off	02:00A-10:00A OT OVERTIME OT/CT With Premiums 04:00P-MID OT OVERTIME OT/CT With Premiums

***Post 36/40 AWS Plan***

The 36/40 AWS consists of three regularly scheduled 12-hour tours of duty that fall entirely within the period commencing at midnight Sunday and ending at midnight the following Saturday. This plan is restricted to nurses who are appointed at VA health-care facilities under the provisions of 38 U.S.C. 4101(1) or 4114(a)(1)(A) and who are providing direct patient care. When employees within this plan work hours that extend their scheduled tour of duty, the timekeeper must post the time as overtime.

## Post for Holidays

Timekeepers will not have to post any time if an employee does not work on a holiday. The PAID system will automatically post Holiday Excused (HX) for the employee.

If an employee works all or part of their tour on a holiday, the appropriate time will have to be posted.

When an employee is called in to work on a holiday and the working hours overlap with his/her regular tour, the timekeeper must make two separate postings. For example: The employee's tour is 08:00A-04:30P; he/she is called in to work for 1 1/2 hours from 07:00A to 08:30A, the timekeeper must code that the employee worked one hour OT from 07:00A-08:00A, and one-half hour Holiday Worked from 08:00A-08:30A.

If an employee is in the Non-Pay Status (LWOP or Non-Pay) on a holiday, the timekeeper must post this information.

The prompt, "Select T&L Unit" will only appear if the timekeeper has more than one T&L that he/she is responsible for.

An example of an employee who works his/her entire regularly scheduled tour on a holiday is as follows:

```
Select Timekeeper Main Menu Option: 1 <RET> Post Employee Time
Posting Date: T-1// 7/4 <RET> (JUL 04, 1994)
Would you like to edit the T & A RECORDs in alphabetical order? YES// N
<RET> (NO)
Select EMPLOYEE: PAIDEMPLOYEE8,TWO <RET> PAIDEMPLOYEE8,TWO 000-00-0082
                VA TIME & ATTENDANCE SYSTEM
                EMPLOYEE TIME AND ATTENDANCE DATA
PAIDEMPLOYEE8,TWO                                000-00-0082
Station: 578                                     Normal Hours: 80
T&L: 111                                         Pay Plan: 1
Pay Per: 94-13                                   Duty Basis: 1
                                                Flextime:
                                                FLSA: N
Date          Scheduled Tour          Tour Exceptions
-----
Mon 4-Jul-94  08:00A-04:30P          08:00A-04:30P          HX HOL EX
Enter '^' to bypass this employee.
Did Employee Only Work Scheduled Tour? Y <RET>
```



Select EMPLOYEE: **PAIDEMPLOYEE8,TWO** <RET> PAIDEMPLOYEE8,TWO 000-00-0082

VA TIME & ATTENDANCE SYSTEM  
 EMPLOYEE TIME AND ATTENDANCE DATA

PAIDEMPLOYEE8,TWO

000-00-0082

Station: 578

Normal Hours: 80

Duty Basis: 1

T&L: 111

Pay Plan: 1

Flextime:

Pay Per: 94-13

FLSA: N

Date	Scheduled Tour	Tour Exceptions	
Mon 4-Jul-94	08:00A-04:30P	08:00A-04:30P	HW HOL WK

Enter '^' to bypass this employee.

Did Employee Only Work Scheduled Tour? ^ <RET>

Select EMPLOYEE: ^ <RET>

Below is an example of an employee who works only part of his/her tour of duty on a holiday.  
 The prompt, "Select T&L Unit" will only appear if the timekeeper has more than one T&L that he/she is responsible for.

Select Timekeeper Main Menu Option: **1** <RET> Post Employee Time

Select T&L Unit: **100** <RET>

Posting Date: T-1// **1/18** <RET> (JAN 18, 1993)

Would you like to edit the T & A RECORDS in alphabetical order? YES// **NO**  
 <RET>

Select EMPLOYEE: **PAIDEMPLOYEE11,FOUR** <RET> PAIDEMPLOYEE11,FOUR 000-00-0114

VA TIME & ATTENDANCE SYSTEM  
 EMPLOYEE TIME AND ATTENDANCE DATA

PAIDEMPLOYEE11,FOUR

000-00-0114

Station: 578

Normal Hours: 80

Duty Basis: 1

T&L: 100

Pay Plan: A

Flextime:

Pay Per: 93-01

FLSA: N

Date	Scheduled Tour	Tour Exceptions
Mon 18-Jan-93	08:00A-04:30P	08:00A-04:30P HX HOL EX

Enter '^' to bypass this employee.

Did Employee Only Work Scheduled Tour? **N** <RET>

Was Employee Absent the Entire Tour? **N** <RET>

PAIDEMPLOYEE11,FOUR

VA TIME & ATTENDANCE SYSTEM

000-00-0114

Station: 578

Tour Beginning

T&L: 100

Mon 18-Jan-93

Tour: 08:00A-04:30P

	START	STOP	TYPE OF TIME	REMARKS CODE
1	08:00A	04:30P	HX	
2	<b>08:00A</b>	<b>10:00A</b>	<b>HW</b>	<b>&lt;RET&gt;</b>
3				
4				
5				
6				
7				

Remarks: **To complete project.**

---

Exit            Save            Refresh

Enter a command or '^CAPTION to jump to a field in the current window.

COMMAND: **E <RET>**

INSERT

Save changes before leaving form? (Y/N) **Y <RET>**

Below is an example of an employee who works before and after his/her scheduled tour of duty on a holiday.

The prompt, "Select T&L Unit" will only appear if the timekeeper has more than one T&L that he/she is responsible for.

Select Timekeeper Main Menu Option: **1** <RET> Post Employee Time

Select T&L Unit: **100** <RET>

Posting Date: T-1// **2/15** <RET> (FEB 15, 1993)

Would you like to edit the T & A RECORDS in alphabetical order? YES// **NO**  
<RET>

Select EMPLOYEE: **PAIDEMPLOYEE11,FIVE** <RET> PAIDEMPLOYEE11,FIVE 000-00-0115

VA TIME & ATTENDANCE SYSTEM  
EMPLOYEE TIME AND ATTENDANCE DATA

PAIDEMPLOYEE11,FIVE

000-00-0115

Station: 578

Normal Hours: 80

Duty Basis: 1

T&L: 100

Pay Plan: A

Flextime: C

Pay Per: 93-03

FLSA: N

Date	Scheduled Tour	Tour Exceptions	
Mon 15-Feb-93	06:30A-05:00P	06:30A-05:00P	HX HOL EX

Enter '^' to bypass this employee.

Did Employee Only Work Scheduled Tour? **N** <RET>

Was Employee Absent the Entire Tour? **N** <RET>

PAIDEMPLOYEE11,FIVE  
Station: 578

VA TIME & ATTENDANCE SYSTEM  
Tour Beginning  
Mon 15-Feb-93

000-00-0115  
T&L: 100

Tour: 06:30A-05:00P

	START	STOP	TYPE OF TIME	REMARKS CODE
1	06:30A	05:00P	HX	
2	<b>04:00P</b>	<b>05:00P</b>	<b>HW</b>	
3	<b>05:00P</b>	<b>07:00P</b>	<b>OT</b>	11 <RET> Pre-Scheduled
4	<b>05:30A</b>	<b>06:30A</b>	<b>OT</b>	
5				
6				
7				

Remarks: **To complete project.**

---

Exit      Save      Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.

COMMAND: EXIT

### ***Post for Daylight Savings Time***

When Daylight Savings Time begins (first Sunday in April), employees that have regularly scheduled night tours will work seven hours and the timekeeper will charge them one hour of AL. If AL is not available, the charge will be LWOP. Employees that are on leave when the change occurs will be charged eight hours. When Central Standard Time begins (last Sunday in October), those employees will work nine hours and will be paid one hour OT.

### ***Post Time for Doctors (Full Time & Part Time)***

Administrative non duty days which fall within a period of approved leave of the same type (i.e., Annual Leave immediately before and after the administrative non duty days) are charged to the approved leave. Therefore, if a doctor's administrative non duty days are Saturday and Sunday and the doctor is on Annual Leave on Friday of week 2 of one pay period and on Monday of week 1 of the next pay period, the timekeeper must post the Annual Leave for Monday before the attendance record is certified for the first pay period for the administrative non duty days to also be charged to Annual Leave. This applies to Annual (AL), Restored Annual Leave (RL), Sick Leave (SL), Non Pay Annual Leave (NL), Continuation of Pay (CP), Authorized Absence (AA), and Leave Without Pay (WP). When one type of leave is taken before the day(s) off and another type is taken the day after, leave will not be charged for the non-duty days.

Leave Without Pay (WP) is automated for any LWOP surrounding a holiday. If the employee (who is paid in days) is on LWOP on Friday, the following Monday is a holiday, and the employee is on LWOP on Tuesday, the decomposition automatically charges LWOP to the weekend as well as the holiday. Similarly, if an employee is on LWOP on Thursday, Friday is a holiday, and the employee is on LWOP on the following Monday, the decomposition automatically charges LWOP for the holiday as well as the weekend.

Note: Non Pay (NP) must be posted on Administrative Days Off, when applicable. Military Leave may need to be posted on Administrative Days Off, depending upon the orders.

In Lieu Time: Currently, this version of PAID requires manual tracking of "in lieu" days for doctors. VA Form 4-5631a (subsidiary timecard) will be needed in order to keep a record of "in lieu" days and compensatory time earned by doctors. Also, this version is limited in fully automating the Payroll system for part time physicians with adjustable work hours. VA Form 4-5631a will still be updated manually in order to keep track of leave for these physicians. After VA Form 4-5631a has been verified by the employee's supervisor, the unit timekeeper will then record the data in the PAID system.

## List Daily Exceptions

This option allows the timekeeper to list any time and attendance report exceptions for a date selected. The name of the employee and a short message are displayed. The timekeeper should try to clear up these exceptions as soon as possible.

Select Timekeeper Main Menu Option: **2** <RET> List Daily Exceptions

Select T&L Unit: **111** <RET>

Posting Date: T-1// <RET> (AUG 03, 1994)

Select Device: HOME// <RET> ANYWHERE RIGHT MARGIN: 80// <RET>

VA TIME & ATTENDANCE SYSTEM  
T&L 111 EXCEPTIONS

Page 1

Wed 3-Aug-94

PAIDEMPLOYEE11,ONE  
04:30P

OT not Requested

PAIDEMPLOYEE11,SIX  
08:00A

AA not Requested

PAIDEMPLOYEE11,SEVEN

No Time Posted

PAIDEMPLOYEE11,EIGHT  
07:30A

AL not Requested

Press RETURN to Continue.^ <RET>



## Display Pay Period Exceptions

This option allows the timekeeper to list any time and attendance report exceptions for a selected pay period. The name of the employee, date of the exception, and a short message are displayed. The user will only be shown the exceptions from the beginning of the pay period up to the chosen date. The timekeeper should try to clear up these exceptions as soon as possible.

Select Timekeeper Main Menu Option: 3 <RET>    Display Pay Period Exceptions

Select T&L Unit: 111 <RET>

Posting Date: T-1// 8/4 <RET>    (AUG 04, 1994)

Select Device: HOME// <RET>    ANYWHERE    RIGHT MARGIN: 80// <RET>

VA TIME & ATTENDANCE SYSTEM  
T&L 111 EXCEPTIONS

Page 1

Sun 24-Jul-94 to Sat 6-Aug-94

PAIDEMPLOYEE11,NINE

Mon 25-Jul-94            No Time Posted

PAIDEMPLOYEE,EIGHT

Mon 25-Jul-94            No Time Posted  
Fri 29-Jul-94 08:00A    AL not Requested  
Tue 2-Aug-94 08:00A    AA not Requested

PAIDEMPLOYEE11,ONE

Wed 3-Aug-94 04:30P    OT not Requested

PAIDEMPLOYEE12,TEN

Tue 26-Jul-94 MID        AL not Requested

PAIDEMPLOYEE12,ONE

Fri 29-Jul-94 04:00P    WP not Requested  
Tue 2-Aug-94 11:30A    AL Requested but not Approved

PAIDEMPLOYEE12,TWO

Tue 26-Jul-94 08:00A    ML not Requested

Press RETURN to Continue.^ <RET>

## Employee Data

There are five Employee Data options associated with this menu selection. The display options allow the timekeeper to display on the screen, data which has been stored for a particular employee. All options will be discussed later. However, option 4, Enter/Edit Employee Tour of Duty, is the heart of the timekeeping system and timekeepers should exercise extreme care when executing this option.

Select Timekeeper Main Menu Option: **4 <RET>** Employee Data

- 1 Display Posted Data
- 2 Display Employee Pay Period
- 3 Display Employee Tour of Duty
- 4 Enter/Edit Employee Tour of Duty
- 5 Employee Leave Balances

**Display Posted Data**

This option allows the timekeeper to select an employee and a posting date. The employee's scheduled tour of duty and any exceptions to that tour will be displayed.

As of July 2012, the Telework Indicator code is displayed next to the employee's name. The telework type code is displayed under the "TW" column, next to the date.

SELECT EMPLOYEE DATA OPTION: 1 DISPLAY POSTED DATA

SELECT T&L UNIT: 110 NHCU

POSTING DATE: T-1//6/15 (JUN 15, 2012)

SELECT EMPLOYEE: PAIDEMPLOYEE12,ONE PAIDEMPLOYEE12,ONE 111-11-1114

SELECT DEVICE: HOME// HOME (CRT) RIGHT MARGIN: 80//

VA TIME & ATTENDANCE SYSTEM  
EMPLOYEE TIME AND ATTENDANCE DATA

PAIDEMPLOYEE12,ONE 1XX-XX-1114

STATION: 442 NORMAL HOURS: 80 DUTY BASIS: 1  
T&L: 110 PAY PLAN: A COMP/FLEX: 0  
PAY PER: 12-12 TELEWORK INDICATOR: E FLSA: N

DATE	TW	SCHEDULED TOUR	TOUR EXCEPTIONS
FRI 15-JUN-12	REG	07:00A-03:30P	8.00 HOURS - TELEWORK REG

PRESS RETURN TO CONTINUE.

### Display Employee Pay Period

Displays the employee's name, all 14 dates in the pay period, the employee's scheduled tour(s) and any exceptions to the scheduled tour(s). The timekeeper needs this data in order to verify posting.

As of July 2012, the Telework Indicator code is displayed next to the employee's name. The telework type code is displayed under the "TW" column, next to the date.

#### VA TIME & ATTENDANCE SYSTEM EMPLOYEE PAY PERIOD DATA

SELECT T&L UNIT: 110                    NHCU  
SELECT EMPLOYEE: PAIDEMPLOYEE,BLUE    PAIDEMPLOYEE,BLUE                    111-11-1114  
POSTING DATE: 5/6    (MAY 06, 2012)  
SELECT DEVICE: HOME//    HOME    (CRT)            RIGHT MARGIN: 80//

PAIDEMPLOYEE,BLUE                    T&L 110    TELEWORK IND: E                    1XX-XX-1114

<u>DATE</u>	<u>TW</u>	<u>SCHEDULED</u> <u>TOUR</u>	<u>TOUR</u> <u>EXCEPTIONS</u>
SUN 6-MAY-12		DAY OFF	
MON 7-MAY-12		07:00A-03:30P	
TUE 8-MAY-12		07:00A-03:30P	
WED 9-MAY-12		07:00A-03:30P	
THU 10-MAY-12	REG	07:00A-03:30P	8.00 HOURS - TELEWORK REG
FRI 11-MAY-12	REG	07:00A-03:30P	8.00 HOURS - TELEWORK REG
SAT 12-MAY-12		DAY OFF	
SUN 13-MAY-12		DAY OFF	
MON 14-MAY-12		07:00A-03:30P	
TUE 15-MAY-12		07:00A-03:30P	
WED 16-MAY-12		07:00A-03:30P	
THU 17-MAY-12	REG	07:00A-03:30P	8.00 HOURS - TELEWORK REG
FRI 18-MAY-12	REG	07:00A-03:30P	8.00 HOURS - TELEWORK REG
SAT 19-MAY-12		DAY OFF	

SELECT EMPLOYEE:

### ***Display Employee Tour of Duty***

This option allows the timekeeper to display the authorized tour of duty for a selected employee. The timekeeper will be prompted to display the long or short version of the tour. Most tours have one segment and the short version is sufficient to display the entire tour. However, if a tour has built-in OT, stand-by, etc., then a long display is preferable since all segments of the tour will be displayed.

As of July 2012, the Telework Indicator code is displayed next to the employee's name. The telework type code is displayed under the "TW" column, next to the date.

SELECT EMPLOYEE DATA OPTION: 3 DISPLAY EMPLOYEE TOUR OF DUTY

SELECT T&L UNIT: 110 NHCU

C = CURRENT PAY PERIOD BEGINNING 3-JUN-12

L = LAST PAY PERIOD BEGINNING 20-MAY-12

N = NEXT PAY PERIOD BEGINNING 17-JUN-12

WHICH PAY PERIOD? C // C

SELECT TYPE OF DISPLAY (S OR L): SHORT//

SELECT EMPLOYEE: PAIDEMPLOYEE,BLUE PAIDEMPLOYEE,BLUE 111-11-1114

SELECT DEVICE: HOME// HOME (CRT) RIGHT MARGIN: 80//

#### VA TIME & ATTENDANCE SYSTEM EMPLOYEE TOUR OF DUTY

PAIDEMPLOYEE,BLUE

1XX-XX-1114

STATION: 442

NORMAL HOURS: 80

DUTY BASIS: 1

T&L: 110

PAY PLAN: A

COMP/FLEX: 0

PAY PER: 12-12

TELEWORK INDICATOR: E

FLSA: N

	TW	WEEK 1 - 3-JUN-12	TW	WEEK 2 - 10-JUN-12
<u>SUN</u>		DAY OFF		DAY OFF
<u>MON</u>		07:00A-03:30P		07:00A-03:30P
<u>TUE</u>		07:00A-03:30P		07:00A-03:30P
<u>WED</u>		07:00A-03:30P		07:00A-03:30P
<u>THU</u>	REG	07:00A-03:30P	REG	07:00A-03:30P
<u>FRI</u>	REG	07:00A-03:30P	REG	07:00A-03:30P
<u>SAT</u>		DAY OFF		DAY OFF

ENTER RETURN TO CONTINUE.

## ***Enter/Edit Employee Tour of Duty***

This option is crucial to this system. If an employee's tour of duty is not correct, the employee's pay will not be correct. Therefore, it is strongly recommended that each timekeeper review the documentation in this section. It is imperative that the proper tour and/or tour with tour code combination be assigned to each type of employee (i.e., General Schedule, Wage Grade, Nurse, etc.) to ensure that the proper number of hours is being calculated for certain types of premium pay (i.e., shift differential, on-call pay, etc.) in which each employee is entitled. If an error is discovered and corrected in the employee's scheduled tour of duty after time has been posted, all existing daily postings for days where the tour was changed will be erased. The timekeeper must re-post these days.

When a permanent tour of duty is established for an employee, it will not have to be done again unless the employee changes his/her tour of duty or transfers to another T&L Unit. Temporary changes can be made to an employee's tour of duty for a pay period that will not affect the employee's permanent tour of duty. For example, PAIDEMPLOYEE,ONE's normal schedule is Monday through Friday, 08:00A-04:30P; however, for two weeks PAIDEMPLOYEE,ONE is needed to cover the 07:00A-03:30P tour. The timekeeper will use this option to enter the new tour: The system will ask "Is this tour change Temporary or Permanent? P//". The timekeeper will respond to the prompt for Temporary and all posted data for that pay period will reflect the new tour. When the next pay period is opened, the employee's record will reflect the permanent tour.

The system will prevent timekeepers from saving a tour of duty if there are any days with overlapping tours. The software not only checks for overlaps within the pay period being edited, but also checks to ensure the pay period being edited does not overlap tours with the prior or next pay period. In all cases, when overlapping tours are found, the software will prevent you from saving the tour of duty.

Following are examples of the messages you will see when being prevented from saving tours with overlaps.

As of July 2012, the Telework Indicator code is displayed next to the employee's name. The telework type code is displayed under the "TW" column, next to the date.

```
ERROR: Current-PP 08-14, Day 7 Primary overlaps Day 6 Primary
```

```
ERROR: Xmitted-PP 08-12, Day 10 Primary overlaps Day 11 Primary
```

Please note that overlaps which existed prior to this functionality being implemented with patch PRS\*4\*117 will remain in the system.

**Note: The timekeeper must enter tours of duty for the next pay period by COB on the second Thursday of the current pay period. If this is not done, the employees that have changing tours and rotating holidays will not be scheduled to be off on the correct holiday.**

Following is an explanation of three tours that the timekeeper may choose: 1) A Two-day Tour; 2) A Tour that has Two or More Segments, and 3) Two Separate Tours on the Same Day:

Two-Day Tour: Any tour that includes periods of time on two different days. For example: Police officers who begin their tours at 11:00P and are off at 7:00am (the next morning). Some of the problems with such a tour involve scheduling. Supervisors must remember that 80 hours must be scheduled between midnight on Sunday and midnight on the last Saturday of that pay period. They must remember that if the employee begins his/her tour at 11:00P on the last Saturday of a pay period, there is one hour that's credited to the current pay period and seven hours credited to the next pay period. One less problem will exist with these tours, once a station has two pay periods in the system. If a station is ready to bring up a T&L that uses this type of tour, they must have at least one pay period in the system before the one that is going to be transmitted to Austin. The reason for this is that the portion of the tour that carried over from the previous pay period is not in the system. When assigning this tour to an employee, the timekeeper should assign it on the day that the tour begins, for instance, on Saturday. The Sunday tour would be either a day off or another tour that begins on Sunday. This is not to be confused with a second tour on the same day as indicated below. This is one tour on Saturday and one tour on Sunday.

Tour That has Two or More Segments: This is any tour that has two or more different types of time. For example: Segment one is 7:00am-3:30P with no special indicator; segment two is 3:30P-midnight with an indicator of on-call. A special note should be made at this point that the timekeeper must look at ALL segments of the tour to guarantee proper payment to the employee. For instance, use example number 1 above. If another employee had the same regular tour of 7:00am-3:30P, but the on-call tour was midnight-7:00am, Payroll would have to create a different tour showing the segments as midnight-7:00am on-call and 7:00-3:30 with no indicator.

Two Separate Tours on the Same Day: This tour is not to be confused with a tour covering two days. An employee has a scheduled tour of midnight-8:00am on Monday. That same employee also has a scheduled tour of 3:30P-midnight (also) on Monday. These are two separate and distinct tours, both BEGINNING on the same calendar day. The key words here are "beginning on the same calendar day". The tour is entered as follows:

Select Employee Data Option: **4** <RET> Enter/Edit Employee Tour of Duty  
Select T&L Unit: 043 <RET>  
Select EMPLOYEE: PAIDEMPLOYEE1,EIGHT PAIDEMPLOYEE1,EIGHT 000-00-0018

VA TIME & ATTENDANCE SYSTEM  
EMPLOYEE TOUR OF DUTY

PAIDEMPLOYEE1,EIGHT 0018 OXX-XX-

Station: 578 Normal Hours: 80 Duty Basis:  
1  
T&L: 043 Pay Plan: 1 Comp/Flex:  
0  
Pay Per: 07-26 FLSA:  
N

C = Current Pay Period beginning 23-Dec-07  
L = Last Pay Period beginning 9-Dec-07  
N = Next Pay Period beginning 6-Jan-08

Which Pay Period? C // <RET>

Is this tour change Temporary or Permanent? P// <RET> permanent

Do you wish to enter a fixed Mon-Fri Tour? YES <RET>

Select TOUR OF DUTY: **72** <RET> MID-08:00A Meal: 0 ... done

Do you wish to enter a Second Tour for any Day? N// Y <RET>

Warning: This second tour will be temporary and will not carry forward.

For which Day (1-14) do you wish to enter a second Tour? **2** <RET>

T&L on which Tour will be worked: 043// <RET>

Select TOUR OF DUTY: **32** <RET> 03:30P-MID Meal: 30 ... done

Warning: Normal Hours are 80; Tour Hours are 88

Compressed Tour Indicator: None// <RET>

Select EMPLOYEE: <RET>

The compressed/flexitour indicator is now displayed whenever a tour change is made and can be set as desired. The second tour may be deleted by selecting the same employee and entering the same answers as above. The following prompts show that it was deleted.



The following is an example of entering a permanent tour for the current pay period:

For which Day (1-14) do you wish to enter a second Tour? **2** <RET>

Existing Second Tour 03:30P-MID will be deleted. <RET>

Select Employee Data Option: **4** <RET>      Enter/Edit Employee Tour of Duty

Select T&L Unit: **111** <RET>

Select EMPLOYEE: **PAIDEMPLOYEE7,FIVE**      PAIDEMPLOYEE7,FIVE      000-00-0075

VA TIME & ATTENDANCE SYSTEM  
EMPLOYEE TOUR OF DUTY

PAIDEMPLOYEE7,FIVE      0XX-XX-  
0075

Station: 578	Normal Hours: 80	Duty Basis:
1		
T&L: 111	Pay Plan: 1	Comp/Flex:
0		
Pay Per: 07-26		FLSA:
N		

C = Current Pay Period beginning 23-Dec-07

L = Last Pay Period beginning 9-Dec-07

N = Next Pay Period beginning 6-Jan-08

Which Pay Period? C // <RET>

Is this tour change Temporary or Permanent? P// <RET> permanent

Do you wish to enter a fixed Mon-Fri Tour? **Y** <RET>

Select TOUR OF DUTY: **10** <RET>      07:00A-03:30P      Meal: 30 ... done

Do you wish to enter a Second Tour for any Day? N// <RET>

Compressed Tour Indicator: None// <RET>

Select EMPLOYEE: <RET>

Following is an example of the sequence of events which will occur when entering a tour of duty for intermittent employees. Since there is no specific tour associated with this type of employee, the system will automatically set up the scheduled tour.

Select Employee Data Option: 4 <RET>      Enter/Edit Employee Tour of Duty

Select T&L Unit: 111 <RET>

Select EMPLOYEE: PAIDEMPLOYEE7,FIVE      PAIDEMPLOYEE7,FIVE      000-00-0075

VA TIME & ATTENDANCE SYSTEM  
EMPLOYEE TOUR OF DUTY

PAIDEMPLOYEE7,FIVE

0XX-XX-0075

Station: 578

Normal Hours: 80

Duty Basis: 1

T&L: 111

Pay Plan: 1

Flextime:

Pay Per: 07-26

FLSA: N

C = Current Pay Period beginning 23-Dec-07

L = Last Pay Period beginning 9-Dec-07

N = Next Pay Period beginning 6-Jan-08

Which Pay Period? C // <RET>

This is an Intermittent employee with no specified tour. Time

records will now be updated to indicate this. ...done Select

EMPLOYEE: ^ <RET>

Effective July 2012, employee tours of duty can be updated to include telework indicators. The following is an example of entering Regular Telework Hours for the current pay period on a permanent basis. Telework indicators are entered by typing "REG" (Regular) into the appropriate text box when scrolling through the employee schedule. Enter "Save" and hit Return to save the schedule changes. After entering these changes, timekeepers will be prompted to designate compressed tour indicators, if any.

SELECT EMPLOYEE DATA OPTION: 4 ENTER/EDIT EMPLOYEE TOUR OF DUTY

SELECT T&L UNIT: 110 NHCU

SELECT EMPLOYEE: PAIDEMPLOYEE,ZERO PAIDEMPLOYEE,ZERO 111-11-1114

VA TIME & ATTENDANCE SYSTEM  
EMPLOYEE TOUR OF DUTY

PAIDEMPLOYEE,ZERO

1XX-XX-1114

STATION: 442

NORMAL HOURS: 80

DUTY BASIS: 1

T&L: 110

PAY PLAN: A

COMP/FLEX: 0

PAY PER: 12-12

TELEWORK INDICATOR: E

FLSA: N

C = CURRENT PAY PERIOD BEGINNING 3-JUN-12

L = LAST PAY PERIOD BEGINNING 20-MAY-12

N = NEXT PAY PERIOD BEGINNING 17-JUN-12

WHICH PAY PERIOD? C //

IS THIS TOUR CHANGE TEMPORARY OR PERMANENT? P// PERMANENT

DO YOU WISH TO ENTER A FIXED MON-FRI TOUR? YES

DO YOU WISH TO SCHEDULE ANY TELEWORK TOURS? YES

SELECT TOUR OF DUTY: 10 07:00A-03:30P MEAL: 30 ... DONE

VA TIME & ATTENDANCE SYSTEM  
EMPLOYEE TOUR OF DUTY

PAIDEMPLOYEE,ZERO

TELEWORK INDICATOR: E

1XX-XX-1114

TW WEEK 1 - 3-JUN-12

TW WEEK 2 - 10-JUN-12

SUN DAY OFF

DAY OFF

MON 07:00A-03:30P

07:00A-03:30P

TUE 07:00A-03:30P

07:00A-03:30P

WED REG 07:00A-03:30P

REG 07:00A-03:30P

THU REG 07:00A-03:30P

REG 07:00A-03:30P

FRI REG 07:00A-03:30P

REG 07:00A-03:30P

SAT DAY OFF

DAY OFF

---

EXIT SAVE REFRESH

ENTER A COMMAND OR '^' FOLLOWED BY A CAPTION TO JUMP TO A SPECIFIC FIELD.

COMMAND:

PRESS <PF1>H FOR HELP INSERT

## **Employee Leave Balances**

This option allows the timekeeper to view an employee's Annual Leave, Sick Leave, Compensatory Time, and Restored Annual Leave (if any) balances on all employees that are in the T&L that he/she is responsible for.

Select Employee Data Option: 5 <RET> Employee Leave Balances

Select T&L Unit: 100 <RET>

Select EMPLOYEE: PAIDEMPLOYEE12,SIX <RET> PAIDEMPLOYEE12,SIX 000-00-0126

Select Device: HOME// <RET> ANYWHERE RIGHT MARGIN: 80// <RET>

PAIDEMPLOYEE12,SIX

122-55-0333

Balances are as of Sat 29-Oct-94

Leave Group: 3

Annual Leave Balance: 293.000

Sick Leave Balance: 403.250

Comp Time: 10.000 must be used by 26-Nov-94

4 Restored Leave: 40.000

Press RETURN to Continue.

## ***Recess Enter/Edit for 9 Month AWS***

This option provides timekeepers the ability to enter and edit Recess Schedules for nurses working a 9 month/3 month alternative work schedule (AWS). Timekeepers may only enter or edit Recess Schedules for nurses on the 9-month/3-month AWS for T&L units assigned to them. Timekeepers must have entered recess time on the schedule for any weeks in which they need to post recess time on the nurse's timecard. The Post Employee Time option will check the schedule to ensure that some recess is scheduled before allowing the Recess (RS) type of time to be coded on the timecard.

When entering a new Recess Schedule, the date that the AWS becomes effective is required. If a date is entered that is not the first Sunday of the pay period, the software assumes the first Sunday of the pay period for the date you entered.

Only Recess Schedules for the current, next and last fiscal years may be entered and edited. This option uses ListManager Screens to display a list of weeks, in calendar format, from the first week of the AWS through the end of the fiscal year. The Recess Hours and Hours Posted are also displayed.

Available actions are displayed at the bottom of the ListManager Screen. Enter ?? at the "Select Action": prompt for more ListManager actions, and a brief description of all actions. Enter HE (Help) for more detailed descriptions.

### ***Available Actions***

SE Select Recess Weeks

Enter SE at the "Select Action" prompt to select weeks, using the number in the left hand column of the list. You may select multiple weeks by entering week numbers separated by commas or spaces, and you may select a range of weeks by using a hyphen. For example: 3,6 or 3 6 to select weeks 3 and 6; or 1-3 to select weeks 1 through 3. You are then prompted for the hours to enter for all of the weeks you selected. If the weeks are in the past, the tour of duty hours stored in the employee's timecard may be used by accepting the default of Yes to the "Set recess hours to current tour of duty hours? YES//" prompt. Alternatively, you can choose the employee's current tour hours from the timecard as the recess hours or you may specify the recess hours for each week of the pay period for the weeks selected. In all cases, the recess hours specified are applied to all the weeks selected.

#### EH Edit Recess Hours

Enter EH at the "Select Action" prompt to select any of the weeks in the list by number. You will be prompted to enter the recess hours for each week that you selected.

#### CR Cancel Recess Weeks

Enter CR at the "Select Action" prompt to select any of the weeks in the list by number. Any recess hours from the selection will be removed.

#### NS Change AWS Start

Enter NS at the "Select Action" prompt to change the date the AWS schedule takes effect. This action will remove any Recess Scheduled during the fiscal year that occurs before the new start date. If you enter a date other than the first day of a pay period, the action will automatically set the AWS start date to the first day of the pay period in which the date you entered falls. The number of weeks available for recess is 25% of the weeks from the start date to the end of the fiscal year.

#### GH Recess Hours Summary

Enter GH at the "Select Action" prompt to see a summary screen with recess totals. Note: Be sure to scroll down to see the whole report.

#### HE Help

Enter HE at the "Select Action" prompt for more detailed help about the available actions.

#### SV Save Recess Schedule

Enter SV at the "Select Action" prompt to save any edits you have made to the schedule and continue editing.

#### EX Exit and Save Recess

Enter EX at the "Select Action" prompt to save any edits you have made to the schedule and exit the option.

#### QU Quit without Saving

Enter QU at the "Select Action" prompt to quit and not save any of the changes you made.

## ***The ListManager***

The ListManager is a tool that displays a list of items in a screen format and provides the following functionality:

- Browse through the list
- Select items that need action
- Take action against those items
- Select other ListManager actions without leaving the option

Actions(s) are entered by typing the name(s) or mnemonics(s) at the "Select Action" prompt. The mnemonic for each action appears in brackets [ ] after the action name.

You can also select an action and entry number by using an equal sign (=).

- EH=1 Edits recess hours for week 1
- EH=3 4 5 Edits recess hours for week 3, 4, 5
- EH=1-3 Edits recess hours for week 1, 2, 3

In addition to the various actions available that are specific to this option, ListManager provides generic actions applicable to any ListManager screen. You may enter double question marks (??) at the "Select Action" prompt for a list of all actions available. Following is a list of the generic actions available.

Action	Description
Next Screen [+]	Move to the next screen.
Previous Screen [-]	Move to the previous screen.
Up a Line [UP]	Move up one line.
Down a Line [DN]	Move down one line.
Shift View to Right [>]	Move the screen to the right if the screen width is more than 80 characters.
Shift View to Left [<]	Move the screen to the left if the screen width is more than 80 characters.
First Screen [FS]	Move to the first screen.
Last Screen [LS]	Move to the last screen.
Go to Page [GO]	Move to any selected page in the list.
Re Display Screen [RD]	Redisplay the current screen.
Print Screen [PS]	Print the header and the portion of the list currently displayed.
Print List [PL]	Print the list of entries currently displayed.
Search List [SL]	Find selected text in list of entries.
Auto Display(On/Off) [ADPL]	Toggle the menu of actions to be displayed/not displayed automatically.
Quit [QU]	Exit the screen.



Select Employee Data Option: **Recess Enter/Edit** for 9 Month AWS

Select T&L Unit: **200**

Select AWS NURSE: **PAIDemployee,One** 000-11-6000

Select one of the following:

- C Current FY2007 begins 10/01/06-has AWS start date 02/04/07
- N Next FY2008 begins 10/14/07-has no existing record.
- L Last FY2006 begins 10/02/05-has no existing record.

Select fiscal year: C// **<RET>** current FY2007 begins 10/01/06-has AWS start date 02/04/07

RECESS TRACKING VIEW/EDIT Jul 17, 2007@15:41:39 Page: 1 of 3

FY2007 Recess Week Editor for 9 month AWS with start date 02/04/07 (pp 07-03)

PAIDemployee,One XXX-XX-6000

T&L Unit: 200

-Week---PayPd-Sun Mon Tue Wed Thu Fri Sat-Recess: Scheduled--Certified-----

====Feb 2007=====

19 07-03 4 5 6 7 8 9 10

20 11 12 13 14 15 16 17

21 07-04 18 19 20 21 22 23 24

22 25 26 27 28 1 2 3

====Mar 2007=====

23 07-05 4 5 6 7 8 9 10

24 11 12 13 14 15 16 17

25 07-06 18 19 20 21 22 23 24

26 25 26 27 28 29 30 31

====Apr 2007=====

27 07-07 1 2 3 4 5 6 7

28 8 9 10 11 12 13 14

29 07-08 15 16 17 18 19 20 21

30 22 23 24 25 26 27 28

+-----Enter ?? for more actions-----

SE Select Recess Weeks NS Change AWS Start SV Save Recess Schedule

EH Edit Recess Hours GH Recess Hours Summary QU Quit without Saving

CR Cancel Recess Weeks HE Help EX Exit and Save Recess

Select Action: Next Screen// **SE** Select Recess Weeks

Enter week numbers to set to recess: (19-54): **19-26**

Current tour of duty hours are as follows:

Week 1 of pay period: 40

Week 2 of pay period: 40

Choose yes to mark recess weeks with current tour of duty hours for week 1 and 2.

Set recess hours to current tour of duty hours? YES// **<RET>**

FY2007 Recess Week Editor for 9 month AWS with start date 02/04/07 (pp 07-03)

PAIDemployee,One XXX-XX-6000 T&L Unit: 200

-Week---PayPd-Sun Mon Tue Wed Thu Fri Sat-Recess: Scheduled--Certified-----

```

=====Feb 2007=====
19 07-03  4  5  6  7  8  9 10          40.00
20           11 12 13 14 15 16 17        40.00
21 07-04  18 19 20 21 22 23 24        40.00
22           25 26 27 28  1  2  3        40.00
=====Mar 2007=====
23 07-05  4  5  6  7  8  9 10          40.00
24           11 12 13 14 15 16 17        40.00
25 07-06  18 19 20 21 22 23 24        40.00
26           25 26 27 28 29 30 31        40.00
=====Apr 2007=====
27 07-07  1  2  3  4  5  6  7
28           8  9 10 11 12 13 14
29 07-08  15 16 17 18 19 20 21
30           22 23 24 25 26 27 28
    
```

+-----Enter ?? for more actions-----

```

SE  Select Recess Weeks  NS  Change AWS Start  SV  Save Recess Schedule
EH  Edit Recess Hours    GH  Recess Hours Summary  QU  Quit without Saving
CR  Cancel Recess Weeks  HE  Help              EX  Exit and Save Recess
Select Action: Next Screen// GH  Recess Hours Summary
    
```

9 Mo. AWS Recess Summary for FY2007 AWS Start Date: 02/04/07 (pp 07-03)

PAIDemployee,One XXX-XX-6000 T&L Unit: 200

--Week--Begin Date-----Sched Recess Hrs----TimeCard Certified-----

```

19 02/04/07          40.00          0.00
20 02/11/07          40.00          0.00
21 02/18/07          40.00          0.00
22 02/25/07          40.00          0.00
23 03/04/07          40.00          0.00
24 03/11/07          40.00          0.00
25 03/18/07          40.00          0.00
26 03/25/07          40.00          0.00
=====
    
```

Total Recess. Scheduled: 320.00 Posted: 0.00

Total Weeks in AWS FY Schedule: 36.00  
 Total available FY recess hrs: 360.00 (9 weeks)  
 WARNING--Recess hours under scheduled: 40.00

-----WARNING--Recess hours are under scheduled: 40.00-----

Select Action:Quit// <RET> QUIT

-Week---PayPd-Sun Mon Tue Wed Thu Fri Sat-Recess: Scheduled--Certified-----

=====Feb 2007=====

19	07-03	4	5	6	7	8	9	10	40.00
20		11	12	13	14	15	16	17	40.00
21	07-04	18	19	20	21	22	23	24	40.00
22		25	26	27	28	1	2	3	40.00

=====Mar 2007=====

23	07-05	4	5	6	7	8	9	10	40.00
24		11	12	13	14	15	16	17	40.00
25	07-06	18	19	20	21	22	23	24	40.00
26		25	26	27	28	29	30	31	40.00

=====Apr 2007=====

27	07-07	1	2	3	4	5	6	7	
28		8	9	10	11	12	13	14	
29	07-08	15	16	17	18	19	20	21	
30		22	23	24	25	26	27	28	

+-----Enter ?? for more actions-----

SE	Select Recess Weeks	NS	Change AWS Start	SV	Save Recess Schedule
EH	Edit Recess Hours	GH	Recess Hours Summary	QU	Quit without Saving
CR	Cancel Recess Weeks	HE	Help	EX	Exit and Save Recess

Select Action: Next Screen// **EH** Edit Recess Hours  
 Enter week numbers to set to recess: (19-54): **27**  
 Recess hours remaining to schedule: 40

Enter recess hours for week 27: (0-72): 40// <RET>

-Week---PayPd-Sun Mon Tue Wed Thu Fri Sat-Recess: Scheduled--Certified-----

=====Feb 2007=====

19	07-03	4	5	6	7	8	9	10	40.00
20		11	12	13	14	15	16	17	40.00
21	07-04	18	19	20	21	22	23	24	40.00
22		25	26	27	28	1	2	3	40.00

=====Mar 2007=====

23	07-05	4	5	6	7	8	9	10	40.00
24		11	12	13	14	15	16	17	40.00
25	07-06	18	19	20	21	22	23	24	40.00
26		25	26	27	28	29	30	31	40.00

=====Apr 2007=====

27	07-07	1	2	3	4	5	6	7	40.00
28		8	9	10	11	12	13	14	
29	07-08	15	16	17	18	19	20	21	
30		22	23	24	25	26	27	28	

+-----Enter ?? for more actions-----

SE	Select Recess Weeks	NS	Change AWS Start	SV	Save Recess Schedule
EH	Edit Recess Hours	GH	Recess Hours Summary	QU	Quit without Saving
CR	Cancel Recess Weeks	HE	Help	EX	Exit and Save Recess

Select Action: Next Screen// **EX** Exit and Save Recess  
 Changes Saved.  
 Scheduled recess hours match hours available for recess.  
 Enter return to continue.

## Display Employee Tour Hours

This option allows timekeepers to view an employee's tour of duty number, tour of duty hours, tour hours on each day and 8B normal hours for a selected pay period within the T&L units assigned to them. The Tour Hours column contains a total of any tour hours that fall on that day, therefore, two day tours will contribute hours to both days on which they fall.

Timekeepers can also choose to print the footnotes explaining the report headings.

Select Employee Data Option: **Display Employee** <RET> Display Employee Tour Hours

Select T&L Unit: **100** <RET>

Select EMPLOYEE: **PAIDEMPLOYEE,ONE** <RET> 000-01-4202  
0XX-XX-4202

Select PAY PERIOD: **08-08** <RET>

Include report footnotes? N// **YES** <RET>

DEVICE: HOME// <RET> UCX/TELNET Right Margin: 80// <RET>

VA TIME & ATTENDANCE REPORT for Timekeeper--NOV 06, 2008@13:41  
p1

Display Employee Tour Hours: PP 08-08 (13-Apr-08 thru 26-Apr-08)

EMPLOYEE NAME	SSN	8B NRM HRS	ToD HRS*	IEN 450
=====	=====	=====	=====	=====
PAIDEMPLOYEE, ONE	0XX-XX-4202	40	40	14202

Day	ToD #*	Tour Week 1	Hours*	ToD #*	Tour Week 2	Hours*
---	-----	-----	-----	-----	-----	-----
Sun	1	Day Off	0.00	1	Day Off	0.00
Mon	28	07:00P-MID	5.00	1	Day Off	0.00
Tue	28	07:00P-MID	5.00	28	07:00P-MID	5.00
Wed	28	07:00P-MID	5.00	28	07:00P-MID	5.00
Thu	28	07:00P-MID	5.00	28	07:00P-MID	5.00
Fri	1	Day Off	0.00	28	07:00P-MID	5.00
Sat	1	Day Off	0.00	1	Day Off	0.00

Enter RETURN to continue or '^' to exit: <RET>

=====

FOOTNOTES TO REPORT HEADINGS

=====

\*ToD HRS (Tour of Duty Hours) The total Tour of Duty hours that fall within the  
----- two week pay period, beginning midnight Saturday. Hours that cross  
midnight from a tour that starts on the last day of a pay period will  
appear on the following pay period.

.....  
\*Hours (DAILY TOUR HOURS) This column contains actual tour hours that fall  
----- on that day from the 24 hour period beginning at midnight. A two day  
tour will contribute hours to each day the tour falls on. Hours  
that cross midnight from a tour that starts on the last day of a pay  
period will appear on the following pay period.

.....  
\*ToD # (Tour of Duty Number) The tour's entry number in the Tour  
----- of Duty file (#457.1)

.....

Enter return to continue.

## List Leave Requests

This option allows the timekeeper to list leave requests for one or more employees. The timekeeper enters a 'begin' date and an 'end' date. All leave requests for the employee(s) chosen will be displayed. When there is more than one employee, the list may be sorted by employees' names or dates of leave requests. The date, time, type of leave, remarks, and status are listed.

Select Timekeeper Main Menu Option: **5 <RET>** List Leave Requests

Select T&L Unit: **043 <RET>**

Select Employee(or RETURN for All): **PAIDEMPLOYEE12,SEVEN <RET>** PAIDEMPLOYEE12,SEVEN  
000-00-00127

Begin with Date: **T <RET>** (JAN 27, 1993)

End with Date: **T+6 <RET>** (FEB 02, 1993)

Sort by: (E=Employee D=Date) E// **<RET>**

Select Device: HOME// **<RET>** HYPER SPACE RIGHT MARGIN: 80// **<RET>**

VA TIME & ATTENDANCE SYSTEM  
T&L 043 LEAVE REQUESTS

Page 1

From 27-Jan-93 to 02-Feb-93

PAIDEMPLOYEE12,SEVEN 000-00-00127  
NOON 28-Jan-93 to 03:30P 28-Jan-93 Sick Leave Requested  
OUTPATIENT SURGERY  
11:00A 29-Jan-93 to 02:00P 29-Jan-93 Annual Leave Approved  
CAR REPAIRS NEEDED  
07:00A 1-Feb-93 to 03:30p 1-Feb-93 Authorized Absence Requested  
TO ATTEND A PAID MEETING  
03:30P 2-Feb-93 to 05:30P 2-Feb-93 Compensatory Time Requested  
MUST COMPLETE PAID PROJECT

Press RETURN to Continue. **^ <RET>**

## Display OT/CT Requests

This option allows a user to list overtime and compensatory time requests for one or more employees. The user enters a 'begin' date and an 'end' date. All requests for the employee(s) chosen will be displayed. The date, number of hours, type of request, the justification for the request, and status are listed.

Select TimeKeeper Main Menu Option: **6 <RET>** Display OT/CT Requests

Select T&L Unit: **101 <RET>**

Select EMPLOYEE (or RETURN for All): **PAIDEMPLOYEE12,EIGHT <RET>**  
PAIDEMPLOYEE12,EIGHT 000-00-0128

Begin with Date: **T-1 <RET>** (JAN 25, 1993)

End with Date: **T+2 <RET>** (JAN 28, 1993)

Select Device: HOME// **<RET>** HYPER SPACE RIGHT MARGIN: 80// **<RET>**

VA TIME & ATTENDANCE SYSTEM  
T&L 101 OT/CT REQUESTS

Page 1

From 25-Jan-93 to 01-Feb-93

PAIDEMPLOYEE12,EIGHT	000-00-0128
25-Jan-93 7 Hrs. OVERTIME on T&L 101 Approved	
MUST COMPLETE PROJECT TODAY!	
28-Jan-93 3 Hrs. COMP TIME on T&L 101 Approved	
BEGIN SPECIAL PROJECT.	
29-Jan-93 2 Hrs. COMP TIME on T&L 101 Requested	
TO COVER FOR EMPLOYEE THAT'S ON SL.	
01-Feb-93 4 Hrs. OVERTIME on T&L 101 Disapproved	
SHORT OF FUNDS.	

Press RETURN to Continue. ^ **<RET>**

## Enter OT/CT Request

This option must be used to obtain authorization for overtime and compensatory time (OT/CT). This will eliminate the need for VA Form 1098 (overtime & compensatory time request).

The timekeeper will select the employee, fill in the date that the overtime is being requested, type of time (overtime - OT or compensatory time - CT), and the number of hours needed. The system will ask under what T&L Unit the OT/CT will be worked. The timekeeper will also have to key in the justification.

When overtime or compensatory time is posted to an employee's time and attendance record, the system will check the OT/CT request file to determine if the request has been entered and the status of the request. If the request has not been entered (requested), certified by the supervisor, approved by the Director/Designee, or the total hours requested are less than the actual OT/CT hours posted, the system will view this as an errant condition and place it on the exceptions list. However, this will not stop the time and attendance record from being approved or transmitted.

Select TimeKeeper Main Menu Option: **7 <RET>** Enter OT/CT Requests

Select T&L Unit: **102 <RET>**

Select EMPLOYEE: **PAIDEMPLOYEE12,NINE <RET>** PAIDEMPLOYEE12,NINE 000-00-0029

VA TIME & ATTENDANCE SYSTEM

OVERTIME/COMP TIME REQUEST

Employee: PAIDEMPLOYEE12,NINE

Requested Work Date: **T <RET>** DEC 09,1992

Type of Time: **CT <RET>** COMP TIME

Hours Requested: **3 <RET>**

T&L Worked: 102

Justification: **Must complete project. <RET>**

---

Exit      Save      Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.

COMMAND: **Exit <RET>**

INSERT

Save changes before leaving form (Y/N)? **Y <RET>**



## Cancel OT Request

This option allows the timekeeper to cancel an OC/CT request. After selecting the employee, the timekeeper specifies a date to begin searching for all such requests. That employee's requests are listed and the timekeeper selects the one to cancel. The only OC/CT requests that will be displayed for the timekeeper to cancel (with this option) are those with a status of "Requested", or approved requests with dates of today or in the future.

Select Timekeeper Main Menu Option: **8** <RET> Cancel OT Request

Select T&L Unit: **102** <RET>

Select EMPLOYEE: **PAIDEMPLOYEE12,NINE** <RET> 000-00-0029

### VA TIME & ATTENDANCE SYSTEM OT REQUEST

PAIDEMPLOYEE12,NINE

000-00-0029

Begin with Date: T// <RET> (DEC 09, 1992)

1 09-Dec-92 3 Hrs. COMP TIME on T&L 102 Requested  
Must complete project.

Cancel Which Request #? **1** <RET>

## Daily T&L List

With this option the user is prompted to select an existing Time and Leave Unit (T&L) that he/she has been assigned, and a posting date. The names of all the employees in the T&L, their scheduled tour of duty and any tour exceptions to the scheduled tour of duty for that date are displayed.

Select TimeKeeper Main Menu Option: **9** <RET> Daily T&L List

Select T&L Unit: **101** <RET>

Posting Date: T-1// <RET> (DEC 02, 1992)

Select Device: HOME// <RET> HYPER SPACE RIGHT MARGIN: 80// <RET>

VA TIME & ATTENDANCE SYSTEM  
Wed 2-Dec-92 for T&L 101

Page 1

Employee	Scheduled Tour	Tour Exceptions
PAIDEMPLOYEE,TEN	08:00A-04:30P	
PAIDEMPLOYEE13,TEN	Day Off	
PAIDEMPLOYEE13,ONE	08:00A-03:30P	08:00A-03:30P SL SICK LV
PAIDEMPLOYEE13,TWO	07:30A-04:00P	04:30P-08:30P OT OVERTIME
PAIDEMPLOYEE11,SIX	MID-08:00A	
PAIDEMPLOYEE12,NINE	09:00A-03:30P	
PAIDEMPLOYEE12,SIX	08:00A-NOON No Premium Pay 04:00P-08:00P No Premium Pay	
PAIDEMPLOYEE13,THREE	Day Tour	
PAIDEMPLOYEE12,ONE	11:45P-MID Scheduled Overtime MID-08:00A	

Press RETURN to Continue. ^ <RET>

## List Tours by T&L

With this option the user is prompted to select a particular Time and Leave Unit (T&L) or ALL T&L Units. If a particular T&L is selected, then all the tours associated with it are displayed. If ALL T&Ls are selected, then all tours of duty will be displayed along with the T&Ls associated with the tour.

Select TimeKeeper Main Menu Option: **10 <RET>** List Tours by T&L

Select T&L Unit (or All): **101 <RET>**

Select Device: HOME// **<RET>** HYPER SPACE RIGHT MARGIN: 80// **<RET>**

3-Dec-92 T&L T O U R L I S T Page 1

101

#	Tour	Hrs.	Segment	Special Indicator
65	04:30P-08:00A SB	0.00	04:30P-08:00A	Standby
9	08:00A-04:30P	8.00	08:00A-04:30P	
66	08:00A-08:00A CB	0.00	08:00A-08:00A	On-Call
148	10:00A-04:30P	6.00	10:00A-04:30P	
113	10:00A-05:00P	6.50	10:00A-05:00P	
151	10:00A-05:00P	6.50	10:00A-05:00P	
62	10:00A-06:00P	8.00	10:00A-06:00P	

Press RETURN to Continue. ^ **<RET>**

## Daily T&L List

With this option the user is prompted to select an existing Time and Leave Unit (T&L) that he/she has been assigned, and a posting date. The names of all the employees in the T&L, their scheduled tour of duty and any tour exceptions to the scheduled tour of duty for that date are displayed.

Select TimeKeeper Main Menu Option: **9** <RET> Daily T&L List

Select T&L Unit: **101** <RET>

Posting Date: T-1// <RET> (DEC 02, 1992)

Select Device: HOME// <RET> HYPER SPACE RIGHT MARGIN: 80// <RET>

VA TIME & ATTENDANCE SYSTEM  
Wed 2-Dec-92 for T&L 101

Page 1

Employee	Scheduled Tour	Tour Exceptions
PAIDEMPLOYEE,TEN	08:00A-04:30P	
PAIDEMPLOYEE13,TEN	Day Off	
PAIDEMPLOYEE13,ONE	08:00A-03:30P	08:00A-03:30P SL SICK LV
PAIDEMPLOYEE13,TWO	07:30A-04:00P	04:30P-08:30P OT OVERTIME
PAIDEMPLOYEE11,SIX	MID-08:00A	
PAIDEMPLOYEE12,NINE	09:00A-03:30P	
PAIDEMPLOYEE12,SIX	08:00A-NOON No Premium Pay 04:00P-08:00P No Premium Pay	
PAIDEMPLOYEE13,THREE	Day Tour	
PAIDEMPLOYEE12,ONE	11:45P-MID Scheduled Overtime MID-08:00A	

Press RETURN to Continue. ^ <RET>

## Prior Pay Period Adjustments

Like Option 4 (Employee Data...), this option also has associated submenu option picks. This option will be used to make corrections to pay records processed in prior pay periods. It is what we formerly considered as corrected timecards.

Select Timekeeper Main Menu Option: **12 <RET>** Prior Pay Period Adjustments

- 1 Posting/Tour Change
- 2 Environmental Differential
- 3 VCS Commission Sales

### Posting/Tour Change

This option can only be used to correct data which has already been processed through the Austin Automation Center. It will be used to cover an array of possible corrective actions. By selecting a posting date and an employee, the timekeeper can change the entire payment record for that day, post leave, remove leave that was posted in error, change the type of leave posted, pay OT, give CT, charge WOP, etc. The timekeeper MUST enter a comment at the "Corrected Time Card Remarks" prompt.

Select Prior Pay Period Adjustments Option: **1 <RET>** Posting/Tour Change

Select T&L Unit: **111 <RET>**

Posting Date: **8/4** (AUG 04, 1994)

Select EMPLOYEE: **PAIDEMPLOYEE7,FIVE <RET>** PAIDEMPLOYEE7,FIVE 000-00-0075

VA TIME & ATTENDANCE SYSTEM  
EMPLOYEE TIME AND ATTENDANCE DATA

PAIDEMPLOYEE7,FIVE

000-00-0075

Station: 578

Normal Hours: 80

Duty Basis: 1

T&L: 111

Pay Plan: 1

Flextime:

Pay Per: 94-15

FLSA: N

Date	Scheduled Tour	Tour Exceptions
Thu	4-Aug-94 04:00P-MID Shift 2	Unposted

Enter '^' to bypass this employee.

Do you wish to change Scheduled Tour? N// **N <RET>**

Did Employee Only Work Scheduled Tour? **N <RET>**

Was Employee Absent the Entire Tour? **Y <RET>**

Select TYPE OF TIME CODE: **SL <RET>** SICK LV

TIME REMARKS CODE: **?? <RET>**

CHOOSE FROM:

SF71 on file 1

TIME REMARKS CODE: **1 <RET>** SF71 on file 1

Remarks: **Caught virus.**

Corrected Time Card Remarks: **Employee requested SL**

Select EMPLOYEE: **PAIDEMPLOYEE7,FIVE <RET>**

VA TIME & ATTENDANCE SYSTEM  
EMPLOYEE TIME AND ATTENDANCE DATA

PAIDEMPLOYEE7,FIVE

000-00-0075

Station: 578

Normal Hours: 80

Duty Basis: 1

T&L: 111

Pay Plan: 1

Flextime:

Pay Per: 94-15

FLSA: N

Date	Scheduled	Tour	Tour Exceptions	
Thu	4-Aug-94	04:00P-MID Shift 2	04:00P-MID SF71 on file	SL SICK LV
		Caught virus.		

Enter '^' to bypass this employee. ^ <RET>

## ***Environmental Differential***

This option allows the user to post environmental differential time and attendance report data on an employee's time and attendance report for a prior pay period (a corrected time and attendance report). Payroll will have to manually correct the employee's pay.

Note: When an employee is on a two-day tour and the environmental request starts on one day and ends on the next, two separate requests (one for each day) are necessary.

Select Prior Pay Period Adjustments Option: **2 <RET>** Environmental  
Differential

Select T&L Unit: **100 <RET>**

Select EMPLOYEE: **PAIDEMPLOYEE13,EIGHT <RET>** PAIDEMPLOYEE13,EIGHT 000-00-0138

### VA TIME & ATTENDANCE SYSTEM ENVIRONMENTAL DIFFERENTIAL REQUEST

Employee: PAIDEMPLOYEE13,EIGHT

Date: **02/24/93 <RET>**

From Time: **08:00A <RET>**

To Time: **04:30P <RET>**

Meal Time: **30 <RET>**

Type of Exposure: **HIV <RET>**

Justification: **To care for patients <RET>**

---

Exit            Save            Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.

COMMAND: **E <RET>**

INSERT

Save changes before leaving form (Y/N)? **Y <RET>**



**VCS Commission Sales**

This option allows changes to be made to an employee's posted Veterans Canteen Service (VCS) commission sales data from a prior pay period. After selecting the T&L Unit, posting date, and employee, the previously posted VCS commission sales data for the entire pay period (containing the selected post date) will be displayed. Using the Return/Enter key and/or the up-down arrow keys to move through the screen, correct the sales amount for the proper week/day by reentering the new amount over the old amount. After all corrections have been made, exit and save the changes. Payroll must manually adjust the pieceworker's pay, after the prior pay period adjustment has been approved by both the supervisor and the OT/CT approver. The status of this adjustment can be checked by displaying the appropriate pay period (use the Display Employee Pay Period option) and checking the Status field on the Corrected T&A History (which will follow the pay period display). The status field will show either REQUESTED (entered by Timekeeper), SUPR. APPROVED (approved by supervisor), or APPROVED (approved by OT/CT Approver).

Select Prior Pay Period Adjustments Option: **3 <RET>** VCS Commission Sales

Select T&L Unit: **100 <RET>**

Posting Date: **7/28 <RET>** (JUL 28, 1994)

Select EMPLOYEE: **PAIDEMPLOYEE,TEN <RET>** 000-00-0010

VA TIME & ATTENDANCE SYSTEM  
VCS COMMISSION SALES

PAIDEMPLOYEE,TEN 000-00-0010

Sun 24-Jul-94 to Sat 6-Aug-94

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Week 1	0.00	50.00	50.00	<b>75.00</b>	50.00	50.00	0.00
Week 2	0.00	50.00	50.00	50.00	50.00	50.00	0.00

---

COMMAND: Press <PF1>H for help INSERT

---

Exit Save Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.

March 2018

PAID V. 4.0 User Manual

7.55

COMMAND: **E** <RET>

Save changes before leaving form (Y/N)? **Y** <RET>

Corrected Time Card Remarks: **Adjusted earnings for Wed - Week 1**

## Envir. Diff./VCS Sales

This option, like options 4 and 12, is a submenu option. It will be used to display, enter and cancel environmental/hazardous duty differential requests. It can be used to enter and edit VCS commission sales.

Select TimeKeeper Main Menu Option: **13 <RET>** Envir. Diff./VCS Sales

- 1 List Environment Diff. Requests
- 2 Envir. Diff. Request
- 3 Cancel Envir. Diff. Request
- 4 Post VCS Commission Sales

### **List Environment Diff. Requests**

This option allows the user to list environmental differential or hazardous duty requests within a specified time span for one or all employees of a T&L Unit. The requests may be sorted by employee or date of request.

Note: Environmental differential is applicable to WG employees, while hazardous duty is applicable to GS employees.

Select Envir. Diff./VCS Sales Option: 1 <RET> List Environment Diff.  
Requests

Select T&L Unit: 053 <RET>

Select EMPLOYEE (or RETURN for all): <RET>

Begin with Date: T <RET> (FEB 01, 1993)

End with Date: T+27 <RET> (FEB 28, 1993)

Sort by: (E=Employee D=Date) E// <RET>

Select Device: HOME// <RET> ANYWHERE RIGHT MARGIN: 80// <RET>

VA TIME & ATTENDANCE SYSTEM  
T&L 053 ENVIRONMENTAL DIFFERENTIAL REQUESTS

FROM 01-Feb-93 to 28-Feb-93

PAIDEMPLOYEE13,EIGHT 000-00-0138  
01-Feb-93 06:00A-04:30P (Meal: 30) ASBESTOS Envir. Diff. Approved  
REMOVAL IN BASEMENT OF BLD. 50  
19-Feb-93 06:00A-04:30P (Meal: 30) ASBESTOS Envir. Diff. Approved  
REMOVAL IN BASEMENT OF BLD. 50

Press RETURN to Continue.

### ***Envir. Diff. Request***

This option allows the user to enter an environmental differential request for an employee. The date, from and to time, meal time, type of exposure, and justification must be entered. Like "Request OT/CT", this option allows the payment of environmental or hazardous duty pay. However, unlike "OT/CT Requests" option, this is a stand-alone item. An OT request is not acted upon until OT is posted. Because this option is generally associated with time within a tour of duty, this request drives the payment. It is necessary to cancel the request prior to approval if environmental differential or hazardous duty is not performed, since the request cannot be cancelled once it is approved.

Note: When an employee is on a two-day tour and the environmental request starts on one day and ends on the next, two separate requests (one for each day) are necessary.

Select Envir. Diff./VCS Sales Option: **2 <RET>** Envir. Diff. Request

Select T&L Unit: **100 <RET>**

Select EMPLOYEE: **PAIDEMPLOYEE13,NINE <RET>** 000-00-0139

VA TIME & ATTENDANCE SYSTEM  
ENVIRONMENTAL DIFFERENTIAL REQUEST

Employee: PAIDEMPLOYEE13,NINE

Date: **FEB 4, 1993 <RET>**

From Time: **08:00Am <RET>**

To Time: **04:30Pm <RET>**

Meal Time: **30 <RET>**

Type of Exposure: **ASBESTOS <RET>**

Justification: **REMOVAL FROM WALLS & CEILING <RET>**

---

Exit            Save            Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.

COMMAND: **Exit <RET>**

INSERT

Save changes before leaving form (Y/N)? **Y <RET>**

### **Cancel Envir. Diff. Request**

This option allows the user to cancel an environmental differential request - if the request has a status of "Requested". It must be executed if an employee does not perform the hazardous or environmental differential duty.

Select Envir. Diff./VCS Sales Option: **3 <RET>** Cancel Envir. Diff. Request

Select T&L Unit: **100 <RET>**

Select EMPLOYEE: **PAIDEMPLOYEE14,TEN <RET>000-00-0140** 000-00-0140

VA TIME & ATTENDANCE SYSTEM  
ENVIRONMENTAL DIFFERENTIAL REQUESTS

PAIDEMPLOYEE14,T 000-00-0140

Begin with Date: T//? **<RET>**

Examples of Valid Dates:

JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057

T (for TODAY), T+1 (for TOMORROW), T+2, T+7, etc.

T-1 (for YESTERDAY), T-3W (for 3 WEEKS AGO), etc.

If the year is omitted, the computer assumes a date in the PAST.

Enter a date which is less than or equal to JAN 21, 1993.

Begin with Date: T// **<RET>** (JAN 21, 1993)

21-Jan-93 06:00A-04:30P (Meal: 30) ASBESTOS Envir. Diff. Requested  
REMOVAL IN BASEMENT OF BLD. 50

27-Jan-93 06:00A-04:30P (Meal: 30) ASBESTOS Envir. Diff. Requested  
REMOVAL IN BASEMENT OF BLD. 50

Cancel Which Request #? **1 <RET>**

### Post VCS Commission Sales

This option allows the user to enter the dollar and cents amounts of commission sales for Veterans Canteen Service pieceworkers. After selecting the T&L Unit, posting date, and employee, the VCS commission sales data for the entire pay period (containing the selected posting date) will be displayed. Using the return/enter key and/or the up/down arrow keys to move through the screen, enter the sales amount for the proper week/day. Days which have no sales amount may be left blank or 0 (zero) can be entered. After all amounts have been entered, exit and save the changes. Changes can be made to these amounts until the employee's time and attendance (T&A) record has been approved by the supervisor and released to Payroll. Payroll can return the T&A record to the timekeeper if additional changes are required but the supervisor will need to approve the T&A record again to release it back to Payroll. Once the employee's T&A record has been transmitted to the Austin Automation Center (AAC), corrections and/or changes to VCS sales must be done through the Prior Pay Period Adjustments option.

Select Envir. Diff./VCS Sales Option: **4** <RET> Post VCS Commission Sales

Select T&L Unit: **100** <RET>

Posting Date: T-1// <RET> (FEB 20, 1993)

Select Employee: **PAIDEMPLOYEE14,ONE** <RET> 000-00-0142

#### VA TIME & ATTENDANCE SYSTEM VCS COMMISSION SALES

PAIDEMPLOYEE14,ONE

000-00-0142

Sun 7-Feb-93 to Sat 20-Feb-93

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Week 1	50.00	76.35	23.10	15.46	10.11	0.00	0.00
Week 2	89.98	25.00	23.00	14.76	999.99	0.00	0.00

---

COMMAND:

Press <PF1>H for help

INSERT

---

Exit      Save      Refresh

Enter a command or '^CAPTION' to jump to a field in the current window.

COMMAND: **E** <RET>

Save changes before leaving form (Y/N)? **Y** <RET>



## List Un-Certified Employees

This allows the user to list the time and attendance reports for the current pay period by selecting a specific T&L. It shows the employees that have not been released to Payroll, as well as supervisors that are on this T&L but are certified by another T&L. Similar to this option is "Un-Transmitted Employees - All T&Ls" which lists the untransmitted employees of a particular T&L or all T&Ls, and shows whether or not they have been released to Payroll.

Select Timekeeper Main Menu Option: **14 <RET>** List Un-Certified Employees

VA TIME & ATTENDANCE SYSTEM  
UN-CERTIFIED EMPLOYEES

Page 1

Select T&L Unit: **902 <RET>**

902 INFORMATION SERVICES CENTER

Sun 4-Apr-93 to Sat 17-Apr-93

000-00-0043	PAIDEMPLOYEE4,THREE
000-00-0044	PAIDEMPLOYEE4,FOUR
000-00-0045	PAIDEMPLOYEE4,FIVE
000-00-0046	PAIDEMPLOYEE4,SIX
000-00-0047	PAIDEMPLOYEE4,SEVEN
000-00-0048	PAIDEMPLOYEE4,EIGHT
000-00-0049	PAIDEMPLOYEE4,NINE
000-00-0050	PAIDEMPLOYEE5,TEN
000-00-0051	PAIDEMPLOYEE5,ONE
000-00-0052	PAIDEMPLOYEE5,TWO

## Edit OT/CT Request

This option allows the user to edit OT/CT requests that are not yet posted. Below, the number of hours requested have been changed.

Select TimeKeeper Main Menu Option: **15 <RET>** Edit OT/CT Request

Select T&L Unit: **100 <RET>**

Select EMPLOYEE: **PAIDEMPLOYEE14,TWO <RET>** PAIDEMPLOYEE14,TWO 000-00-0142

VA TIME & ATTENDANCE SYSTEM  
OT/CT REQUESTS

PAIDEMPLOYEE14,TWO

000-00-0142

Begin with Date: T//1/1/95 <RET> (JAN 01, 1995)

1 25-Jul-95 4 Hrs. OVERTIME (\$78.36) on T&L 100 Supr. App.  
NEEED MONEY

2 28-Jul-95 3 Hrs. COMP TIME on T&L 100 Requested  
LOVE TO WORK.

Edit Which Request #? **2 <RET>**

VA TIME & ATTENDANCE SYSTEM  
OVERTIME/COMP TIME REQUEST

Employee: PAIDEMPLOYEE14,TWO

Requested Work Date: JUL 28,1995

Type of Time: COMP TIME

Hours Requested: **4 <RET>**

T&L Worked 100

Justification: LOVE TO WORK.

---

Exit Save Refresh

Enter a command or '^' followed by a caption to jump to a specific field.

COMMAND: **E <RET>**

Save changes before leaving form (Y/N)? **Y <RET>**

## Chapter 8. Employee Inquiry/Reports Menu

This option will allow the Human Resources Management (HRM) user to access a menu of employee inquiry options.

List and Display screens are provided to assist the user in the proper maintenance of employee attendance data. These screens can be used to review posted information, check schedules, leave balances, leave requests, overtime/compensatory time requests and status, etc.

### PRIVACY ACT STATEMENT

In accordance with OPM and VA policies this information is to be furnished for use only as authorized. It will not be reproduced or used for any other purposes. Any output must be secured in a storage system adequate to insure against disclosure to unauthorized parties. Disposal will be by burning, shredding, or other treatment to destroy their legibility.

- 1 Print Employee Entries
- 2 Search Employee Entries
- 3 Ad Hoc Report Generator...
- 4 Employee Inquiry
- 5 Update PAID Codes
- 6 Enter/Edit Cost Center/Organization file
- 7 Compile/Print Strength Report
- 8 Print Strength Report

## **Print Employee Entries**

This option will allow the HRM user to invoke the FileMan PRINT FILE ENTRIES option for the PAID EMPLOYEE (#450) file.

Select Employee Inquiry/Reports Menu Option: **1** <RET> Print Employee Entries

Data for this option will not be repeated here, but can be found under the Payroll Main Menu - Employee Inquiry Menu (submenu) - Print Employee Entries.

## **Search Employee Entries**

This option will allow the HRM user to invoke the FileMan SEARCH FILE ENTRIES option for the PAID EMPLOYEE (#450) file.

Select Employee Inquiry/Reports Menu Option: **2 <RET>** Search Employee Entries

Data for this option will not be repeated here, but can be found under the Payroll Main Menu - Employee Inquiry Menu (submenu) - Search Employee Entries.

## Ad Hoc Report Generator

This option allows the HRM user to generate ad hoc reports using basic employee fields, Title 38 employee fields, physician and dentist fields, and follow-up codes.

Select Employee Inquiry/Reports Menu Option: **3** <RET> Ad Hoc Report Generator

Select one of the following:

- 1 Basic Employee Fields
- 2 Title 38 Employee Fields
- 3 Physician & Dentist Fields
- 4 Followup Code Fields

## Basic Employee Fields

This option allows the HRM user to print data from different employee fields for the ad hoc report. Four fields may be chosen. An asterisk appears by each field that has been selected to print.

```
Select Ad Hoc Report Category: 1 <RET> Basic Employee Fields
===== Basic Employee Fields Ad Hoc Report Generator =====

1   Employee Name           22  Assignment
2   Service                 23  Functional Code
3   Duty Station            24  Citizenship
4   Cost Center             25  Perf/Profcy Rating Code
5   Subacct Code           26  FLSA
6   Fund Control Point     27  Retirement Code
7   SSN                    28  TSP Status
8   Sex                    29  Health Insurance
9   Date of Birth          30  Life Insurance
10  Station EOD            31  Salary Date
11  Service Computation Date 32  Supervisory Level
12  Duty Basis             33  Type of Appointment
13  Pay Basis              34  Expiration of Limited Appt
14  Normal Hours          35  Veterans Preference
15  FTEE of Position       36  Vet Status
16  Pay Plan               37  Accession/Separation Code
17  Job Series             38  Accession/Separation Eff Date
18  Job Title              39  Accession/Separation NOA Code
19  Grade                  40  BUS Code
20  Step                   41  Union Code-1
21  Salary                 42  Union Dues Anniversary Date

Enter RETURN to continue or '^' to exit: <RET>
```

```
Sort selection # 1 : ?? <RET>
Select the major data element to sort by. Maximum of 4 sort fields allowed.
Enter numeric 1 to 42, <RETURN> to end, ^ to exit. <RET>
```

```
Sort selection # 1 : 1 <RET> Employee Name
```

```
Sort from: BEGINNING// <RET>
```

```
===== Basic Employee Fields Ad Hoc Report Generator =====
```

```
Sort selection # 2 : 19 <RET> Grade
```

```
Sort from: BEGINNING//
```

```
===== Basic Employee Fields Ad Hoc Report Generator =====
```

```
Sort selection # 3 : 8 <RET> Sex
```

```
Sort from: BEGINNING//
```

```
===== Basic Employee Fields Ad Hoc Report Generator =====
```

```
Sort selection # 4 : 28 <RET> TSP Status
```

```
Sort from: BEGINNING//
```

```
Maximum of 4 sort fields reached.
```

```

===== Basic Employee Fields Ad Hoc Report Generator =====
Print selection # 1 : 1 <RET>   Employee Name
===== Basic Employee Fields Ad Hoc Report Generator =====

Print selection # 2 : 19 <RET>  Grade
===== Basic Employee Fields Ad Hoc Report Generator =====

Print selection # 3 : 8 <RET>   Sex
===== Basic Employee Fields Ad Hoc Report Generator =====

Print selection # 4 : 28 <RET>  TSP Status
===== Basic Employee Fields Ad Hoc Report Generator =====

1 * Employee Name           22   Assignment
2   Service                 23   Functional Code
3   Duty Station            24   Citizenship
4   Cost Center             25   Perf/Profcy Rating Code
5   Subacct Code           26   FLSA
6   Fund Control Point     27   Retirement Code
7   SSN                    28 * TSP Status
8 * Sex                    29   Health Insurance
9   Date of Birth          30   Life Insurance
10  Station EOD            31   Salary Date
11  Service Computation Date 32   Supervisory Level
12  Duty Basis             33   Type of Appointment
13  Pay Basis              34   Expiration of Limited Appt
14  Normal Hours          35   Veterans Preference
15  FTEE of Position       36   Vet Status
16  Pay Plan               37   Accession/Separation Code
17  Job Series             38   Accession/Separation Eff Date
18  Job Title              39   Accession/Separation NOA Code
19 * Grade                 40   BUS Code
20  Step                   41   Union Code-1
21  Salary                 42   Union Dues Anniversary Date
Enter RETURN to continue or '^' to exit:

Print selection # 5 : <RET>

Include separated employees? No// <RET> (No)

Separated employees will not be included.

Enter special report header, if desired (maximum of 60 characters).

DEVICE:  HYPER SPACE <RET>  RIGHT MARGIN: 80// <RET>

```



PAID EMPLOYEE SEARCH  
Employee Name  
TSP Status

Grade Sex

AUG 7,1995 14:25 PAGE 1

---

PAIDEMPLOYEE14,THREE YES	08	FEMALE
PAIDEMPLOYEE14,FOUR YES	07	MALE
PAIDEMPLOYEE14,FIVE ELIGIBLE	09	MALE
PAIDEMPLOYEE14,SIX YES	09	FEMALE
PAIDEMPLOYEE14,SEVEN ELIGIBLE	10	MALE
PAIDEMPLOYEE14,EIGHT INELIGIBLE	14	FEMALE
PAIDEMPLOYEE14,NINE YES	09	FEMALE

### ***Title 38 Employee Fields***

This option allows the HRM user to print data from Title 38 employee fields for the ad hoc report. An asterisk appears by each field that has been selected to print.

Data from this option can be accessed by following the same steps as in the previous option, "Basic Employee Fields". Choose "Sort Selection," then select "Print Selection," and press <RET> to print list.

Select Ad Hoc Report Category: 2 <RET> Title 38 Employee Fields

### ***Physician & Dentist Fields***

This option allows the HRM user to print data from physician and dentist fields for the ad hoc report. An asterisk appears by each field that has been selected to print.

Data from this option can be accessed by following the same steps as in the option, "Basic Employee Fields". Choose "Sort Selection," then select "Print Selection," and press <RET> to print list.

Select Ad Hoc Report Category: 3 <RET> Physician & Dentist Fields

### ***Followup Code Fields***

This option allows the HRM user to print data from follow-up code fields for the ad hoc report. An asterisk appears by each field that has been selected to print.

Data from this option can be accessed by following the same steps as in the option, "Basic Employee Fields". Choose "Sort Selection," then select "Print Selection," and press <RET> to print list.

Select Ad Hoc Report Category: **4** <RET> Followup Code Fields Fields

## **Employee Inquiry**

This option will allow designated HRM employees to view designated PAID EMPLOYEE (#450) file data.

Select Employee Inquiry/Reports Menu Option: **3 <RET>** Employee Inquiry

Data for this option will not be repeated here, but can be found under the Payroll Main Menu - Employee Inquiry Menu (submenu) - Employee Inquiry.

## **Update PAID Codes**

This option will allow the user to enter, edit or delete PAID codes and their descriptions from the PAID CODE FILES (#454).

Select Employee Inquiry/Reports Menu Option: **4 <RET>** Update PAID Codes

Data for this option will not be repeated here, but can be found under the Payroll Main Menu - Employee Inquiry Menu (submenu) - Update PAID Codes.

## Enter/Edit Cost Center/Organization file

This option allows the user to enter/edit data in the PAID COST CENTER/ ORGANIZATION file (#454.1).

Select Employee Inquiry/Reports Menu Option: **5** <RET> Enter/Edit Cost Center/Organization file

Select PAID COST CENTER/ORGANIZATION NAME: ?? <RET>

CHOOSE FROM:

- ACQUISITION & MATERIEL MANAGEM
- AMBULATORY CARE
- ANESTHESIOLOGY
- AUDIOLOGY/SPEECH PATHOLOGY
- BLIND REHAB
- BUILDING MANAGEMENT
- CANTEEN
- CHAPLAIN
- CHIEF OF STAFF
- DENTAL
- DERMATOLOGY
- DIETETICS
- DIRECTOR
- DOMICILIARY
- EDUCATION
- ENGINEERING
- FISCAL
- IRM
- ISC
- LABORATORY
- LIBRARY
- '^' TO STOP: ^ <RET>

Select PAID COST CENTER/ORGANIZATION NAME: **BLIND REHAB** <RET>

NAME: BLIND REHAB// <RET>

MED CARE APPROPRIATED (Y/N?): YES// <RET>

FTE CEILING: <RET>

FTE MD CEILING: <RET>

FTE RN CEILING: <RET>

FTE LPN CEILING: <RET>

FTE NA CEILING: <RET>

Select PAID COST CENTER/ORGANIZATION NAME: <RET>

## Compile/Print Strength Report

The strength report is a listing by service of counts and Full Time Equivalent (FTE) totals for various employee categories. These categories are:

FTP	Full Time Permanent	PTP
	Part Time Permanent	
PTPFTE	Part Time Permanent FTE	
FTT	Full Time Temporary	
PTT	Part Time Temporary	
PTTFTE	Part Time Temporary FTE	
INT	Intermittent	
SIS	Stay-in-School/Summer Aid	
INTFTE	Intermittent FTE	
SISFTE	Stay-in-School/Summer Aid FTE	
TSR	Trainees/Stipends/Residents	
TSRFTE	Trainees/Stipends/Residents FTE	
LWOP	Extended LWOP	

The strength report utilizes four options on the Employee Inquiry Menu:

- 4 Update PAID Codes
- 5 Enter/Edit Cost Center/Organization file
- 6 Compile/Print Strength Report
- 7 Print Strength Report

The use of these options requires the PRSD PAID CODES key. If the user requires these menu options, please request this key from your IRM representative.

In order to produce a strength report the user must first compile the strength report statistics. This can be done by means of the "Compile/Print Strength Report" option. Each time this option is run the strength report statistics will be recalculated. Compiling the strength report should take approximately five minutes. If you wish to run this job at a later time you may queue the job for later processing. When selecting a device be sure to request a right margin of at least 132. This report is not designed to be displayed on an 80-column screen. Reprints or additional copies of a compiled report can be obtained by means of the "Print Strength Report" option.

Select Employee Inquiry/Reports Menu Option: **6** <RET> Compile/Print Strength Report

Do you wish to queue this job? ?? <RET>

Answer 'Y' if you wish this job to be run as a background job.

Answer 'N' if you wish this job to be run interactively.

Do you wish to queue this job? **N** <RET> (NO).....

DEVICE: **DEV-LASER(16)-LAND-132** <RET> DEVELOPMENT AREA - LANDSCAPING-132

RIGHT MARGIN: 132// <RET>

DO YOU WANT YOUR OUTPUT QUEUED? NO// **Y** <RET> (YES)



Requested Start Time: NOW// <RET> (JUN 21, 1993@14:42)  
Request Queued!

SERVICE NAME	CEILING	FTP	PTP	PTPFTE	FTT	PTT	PTTFTE	INT	SIS	INTFTE	TOT	FTETOT	VAR	TSR	TSRFTE	LWOP	
AMBULA-TORY CARE	15.00	10	8	4.15	0	0	0.00	0	0	0.00	18	14.15	-0.85	0	0.00	0	
ANESTHE-SIOLOGY	5.90	6	3	0.75	0	1	0.25	0	0	0.00	10	7.00	1.10	8	4.00	0	
BLIND REHAB	1.00	1	0	0.00	0	0	0.00	0	0	0.00	1	1.00	0.00	1	0.50	0	
CHIEF OF STAFF	6.00	2	2	1.76	0	0	0.00	0	0	0.00	4	3.76	-2.24	0	0.00	0	
DENTAL	10.20	7	4	2.08	0	1	0.40	0	0	0.00	12	9.48	-0.72	6	3.00	0	
EXTENDED CARE	7.70	2	7	3.71	0	1	0.63	0	0	0.00	10	6.34	-1.36	1	0.50	0	
LAB	8.80	7	5	1.15	0	1	0.50	0	0	0.00	13	8.65	-0.15	6	3.00	0	
MEDICAL	49.00	19	58	26.83	0	5	1.76	0	0	0.00	82	47.59	-1.41	88	44.00	0	
MISC	0.00	1	0	0.00	0	0	0.00	0	0	0.00	1	1.00	1.00	0	0.00	0	
NEUROLOGY	8.00	4	4	2.38	0	0	0.00	0	0	0.00	8	6.38	-1.62	9	4.50	0	
NUCL MED	5.00	2	2	1.63	0	0	0.00	0	0	0.00	4	3.63	-1.37	2	1.00	0	
OFFICE OF DIRECTOR	2.00	2	0	0.00	0	0	0.00	0	0	0.00	2	2.00	0.00	0	0.00	0	
PHYCHIA-TRY	23.00	15	11	6.51	1	2	1.26	0	0	0.00	29	23.77	0.77	11	5.50	0	
RADIOLOGY	15.00	11	2	0.50	0	1	0.13	0	0	0.00	14	11.63	-3.37	1	0.50	0	
REHAB MED	9.00	7	2	1.51	0	0	0.00	0	0	0.00	9	8.51	-0.49	7	3.50	0	
SPINAL CORD INJ	6.00	5	0	0.00	1	0	0.00	0	0	0.00	6	6.00	0.00	0	0.00	0	
SURGERY	19.40	1	41	18.26	0	5	2.52	0	0	0.00	47	21.78	2.38	45	22.50	0	
TRAINING/CONT ED	1.00	1	0	0.00	0	0	0.00	0	0	0.00	1	1.00	0.00	0	0.00	0	
TOTAL	192.00	103	149	71.22	2	17	7.45	0	0	0.00	271	183.67	-8.33	185	92.50	0	
FTP	Full Time Permanent							SIS	Stay-in-School/Summer Aid								
PTP	Part Time Permanent							VAR	Variance (FTETOT-CEILING)								
FTT	Full Time Temporary							TSR	Trainee/Stipend/Resident								
PTT	Part Time Temporary							LWOP	Extended Leave Without Pay								
INT	Intermittent																

The following Cost Center/Organization codes are not associated with a service name and are being counted under the service name MISCELLANEOUS. They can be assigned a service name via the Update PAID Codes option by choosing the COST CENTER/ ORGANIZATION file, entering the CODE and entering a DESCRIPTION. You must then recompile the report via the Compile/Print Strength Report option. These codes will then be counted under the appropriate service name.

8017:0720  
8045:1018

	SISFTE															
SERVICE NAME	CEILING	FTP	PTP	PTPFTE	FTT	PTT	PTTFTE	INT	SIS	INTFTE	TOT	FTETOT	VAR	TSR	TSRFTE	LWOP
MEDICAL	0.00	5	1	0.00	0	0	0.00	0	0	0.00	6	0.00	0.00	0	0.00	0
MISC	0.00	1	0	0.00	0	0	0.00	0	0	0.00	1	0.00	0.00	1	0.00	0
NURSING	10.00	3	0	0.00	0	0	0.00	0	0	0.00	3	0.00-10.00	0	0.00	0	
PERSONNEL	0.00	1	0	0.00	0	0	0.00	0	0	0.00	1	0.00	0.00	0	0.00	0
REHAB MED	0.00	1	0	0.00	0	0	0.00	0	0	0.00	1	0.00	0.00	0	0.00	0
TOTAL	10.00	11	1	0.00	0	0	0.00	0	0	0.00	12	0.00-10.00	1	0.00	0	
FTP	Full Time Permanent							SIS	Stay-in-School/Summer Aid							
PTP	Part Time Permanent							VAR	Variance (FTETOT-CEILING)							
FTT	Full Time Temporary							TSR	Trainee/Stipend/Resident							
PTT	Part Time Temporary							LWOP	Extended Leave Without Pay							
INT	Intermittent															

The following Cost Center/Organization codes are not associated with a service name and are being counted under the service name MISCELLANEOUS. They can be assigned a service name via the Update PAID Codes option by choosing the COST CENTER/ ORGANIZATION file, entering the CODE and entering a DESCRIPTION. You must then recompile the report via the Compile/Print Strength Report option. These codes will then be counted under the appropriate service name.

1101:0000  
 1101:1000  
 1200:0000

The service in which an employee is counted is based upon the employee's Cost Center/Organization (field #458 in the PAID Employee file). The station's Cost Center/Organizational codes can be found via the "Update PAID Codes" option by selecting the "Cost Center/Organization" file. Each Cost Center/Organizational code should be associated with a service name or description. If the Cost Center/Organizational code does not have a description you may add one by selecting from the description list. The user may also change a code's description if it is to be associated with a different name.

### 1) Naming a Cost Center/Organization

Any Cost Center/Organizations which appear on your listing as codes and not as names should be named. This can be done by doing the following:

```
Select Employee Inquiry Reports Menu Option: 4 <RET> Update PAID Codes
```

```
Select FILE: 94 <RET> COST CENTER/ORGANIZATION  
Select COST CENTER/ORGANIZATION CODE: 1200:3000 <RET>
```

```
CODE: 1200:3000// <RET>  
DESCRIPTION: PAIDORG <RET>
```

NOTE: More than one code may be associated with the same description.

If the preferred description is not in the description list, the user may enter a new description or edit an existing one by means of the Enter/Edit Cost Center/Organization file option. Once the user has named all of the Cost Center/Organizations the "Miscellaneous" service should not appear on the strength report.

### 2) FTE Service Ceilings

Service ceilings can be added by means of the Enter/Edit Cost Center/Organization file option. The user may also add physicians' ceilings for those services which contain physicians. The Nursing Service may also have individual ceilings for RNs, LPNs and NAs. The service variance will be computed as TOTAL FTE - FTE CEILING.

### 3) Customizing Your Strength Report

The strength report is designed to provide you with some flexibility in determining where your employees are counted. The strength report is divided into two sections: medical care appropriated services and medical care non-appropriated services. The user may determine where a service is counted by means of the Enter/Edit Cost Center/Organization file option by answering the question "MED CARE APPROPRIATED (Y/N?)". Medical care appropriated services will be listed first followed by medical care non-appropriated services.

If a particular Cost Center/Organizational code is not associated with the correct name (e.g., some stations may want certain codes to be counted under Chief of Staff while other stations may want the same codes to be counted under MAS), the user may change the service associated with a Cost Center/Organizational code by means of the "Update PAID Codes" option. (See example under "1" above.) By changing the DESCRIPTION of a Cost Center/Organization and recompiling the statistics, all of the employees with that code will now be counted under the new DESCRIPTION.

## STRENGTH REPORT TROUBLESHOOTING

**Problem:** Ceiling values equal zero.

**Cause:** No ceiling values in the Cost Center/Organization file.

**Solution:** Enter the ceiling values via the Enter/Edit Cost Center/Organization file option, under Employee Inquiry Menu.

**Problem:** "Miscellaneous" service appears on strength report.

**Cause:** Cost Center/Organization codes are not associated with a service name.

**Solution:** Determine which Cost Center/Organization codes require names by printing a Cost Center/Organization list. Enter the Cost Center/Organization DESCRIPTION via the Update PAID Codes option, under Employee Inquiry Menu.

**Problem:** Strength report totals inaccurately.

**Cause:** Cost Center/Organization codes are associated with the wrong service name.

**Solution:** Enter the correct Cost Center/Organization DESCRIPTION via the Update PAID Codes option under Employee Inquiry Menu.

**Problem:** Service does not appear on strength report.

**Cause:** No employee has this Cost Center/Organization code in their record

OR

Cost Center/Organization code is not associated with a service name

OR

The "MED CARE APPROPRIATED (Y/N?)" field has not been answered.

**Solution:** Enter the Cost Center/Organization DESCRIPTION via the Update PAID Codes option under Employee Inquiry Menu. Be sure that the "MED CARE APPROPRIATED (Y/N?)" field has been answered.

## Print Strength Report

This option only prints the strength statistics of the PAID employee files, whereas the preceding option, "Compile/Print Strength Report", compiles AND prints the statistics. (After the strength statistics have been compiled, the "Print Strength Report" option may be used for printing at a later time.)

Select Employee Inquiry/Reports Menu Option: 7 <RET> Print Strength Report

DEVICE: DEV-LASER(16)-LAND-132 <RET> DEVELOPMENT AREA - LANDSCAPING-132

RIGHT MARGIN: 132// <RET>

DO YOU WANT YOUR OUTPUT QUEUED? NO// Y <RET> (YES)

Requested Start Time: NOW// <RET> (JUN 21, 1993@14:42)

Request Queued!

To view Strength Report, see option 6, Compile/Print Strength Report (Employee Inquiry Menu).



## Review FY Recess for 9 Month AWS Employee

This view only option displays the Recess Schedule for nurses on the 9 month/3 month alternate work schedule (AWS). To view a 9 month/3 month AWS Recess Schedule, enter the fiscal year or the nurse's name.

Once the schedule is selected, you may enter actions at the "Select Action" prompt to navigate through the Recess Schedule, print the Recess Schedule and display a summary. Enter a double question mark (??) at this prompt for a list of all available actions.

Following is a list of actions with a brief description. The mnemonic for each action is shown in brackets [ ] following the action name. Entering the mnemonic is the quickest way to select an action.

Action	Description
Recess Hours Summary [RS]	Enter RS to see a summary screen with recess totals. Be sure to scroll down to see the whole report.
Next Screen [+]	Move to the next screen.
Previous Screen [-]	Move to the previous screen.
Up a Line [UP]	Move up one line.
Down a Line [DN]	Move down one line.
Shift View to Right [>]	Move the screen to the right if the screen width is more than 80 characters.
Shift View to Left [<]	Move the screen to the left if the screen width is more than 80 characters.
First Screen [FS]	Move to the first screen.
Last Screen [LS]	Move to the last screen.
Go to Page [GO]	Move to any selected page in the list.
Re Display Screen [RD]	Redisplay the current screen.
Print Screen [PS]	Print the header and the portion of the list

	currently displayed.
Print List [PL]	Print the list of entries currently displayed.
Search List [SL]	Find selected text in list of entries.
Auto Display(On/Off) [ADPL]	Toggle the menu of actions to be displayed/not displayed automatically.
Quit [QU]	Exit the screen.

```

Select Employee Inquiry/Reports Menu Option: Review FY Recess for 9 Month AWS
Employee
Select 9-month AWS Nurse: 2007
  1  2007  PAIDemployee,One      2007  000-01-4309
  2  2007  PAIDemployee,Two     2007  000-01-3045
  3  2007  PAIDemployee,Three   2007  000-01-2715
  4  2007  PAIDemployee,Four    2007  000-01-4274
  5  2007  PAIDemployee,Five    2007  000-01-4275
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 1 PAIDemployee,One      2007  000-01-4309

```

```

Recess Schedule Viewer          Jul 17, 2007@14:43:45          Page: 1 of 4
FY2007 Recess Week Viewer for 9 month AWS with start date 10/01/06 (pp 06-20)
PAIDemployee,One              XXX-XX-4309              T&L Unit: 221
+Week---PayPd-Sun Mon Tue Wed Thu Fri Sat-Recess: Scheduled--Certified-----
=====Nov 2006=====
  6          5  6  7  8  9 10 11          8.00
  7  06-23 12 13 14 15 16 17 18          10.50
  8          19 20 21 22 23 24 25          40.25
  9  06-24 26 27 28 29 30 1  2          24.75
=====Dec 2006=====
 10          3  4  5  6  7  8  9          40.00
 11  06-25 10 11 12 13 14 15 16          56.00
 12          17 18 19 20 21 22 23          36.50
 13  06-26 24 25 26 27 28 29 30          36.00
 14          31 1  2  3  4  5  6          36.00
=====Jan 2007=====
 15  07-01  7  8  9 10 11 12 13          36.00
 16          14 15 16 17 18 19 20          36.00
 17  07-02 21 22 23 24 25 26 27          36.00
 18          28 29 30 31 1  2  3          36.00
=====Feb 2007=====
+-----Enter ?? for more actions-----
RS  Recess Hours Summary
Select Action:Next Screen// rs  Recess Hours Summary

```

--Week-	Begin Date-----	Sched Recess	Hrs----	TimeCard	Certified-----
6	11/05/06		8.00		0.00
7	11/12/06		10.50		0.00
8	11/19/06		40.25		0.00
9	11/26/06		24.75		0.00
10	12/03/06		40.00		0.00
11	12/10/06		56.00		0.00
12	12/17/06		36.50		0.00
13	12/24/06		36.00		0.00
14	12/31/06		36.00		0.00
15	01/07/07		36.00		0.00
16	01/14/07		36.00		0.00
17	01/21/07		36.00		0.00
18	01/28/07		36.00		0.00
19	02/04/07		36.00		0.00
20	02/11/07		3.50		0.00

=====

+-----WARNING--Recess hours are under scheduled: 68.50-----

Select Action:Next Screen// <RET> NEXT SCREEN

+--Week-	Begin Date-----	Sched Recess	Hrs----	TimeCard	Certified-----
Total Recess.		Scheduled:	471.50	Posted:	0.00

Total Weeks in AWS FY Schedule: 54.00  
 Total available FY recess hrs: 540.00 (13.5 weeks)  
 WARNING--Recess hours under scheduled: 68.50

-----Enter ?? for more actions-----

Select Action:Quit//

# Glossary

AAC	Austin Automation Center
Access Code	A unique sequence of characters assigned to the user by the System Manager. The access code (in conjunction with the verify code) is used by the computer to identify authorized users, and should not be revealed to any other person.
AL	Total amount of Annual Leave for week TWO of the pay period.
AN	Total amount of Annual Leave for week ONE of the pay period.
AU	Total amount of Authorized Absence for week ONE of the pay period.
Biweekly	Two consecutive calendar weeks.
CD	Control Data field.
Data Dictionary	A description of the file structure and data elements within a file.
DHCP	Decentralized Hospital Computer Program.
Download	Used here to refer to data generated by the AAC and sent via MailMan to the station.
Edit & Update	A type of download used to update an employee's master record data in the PAID EMPLOYEE file (#450).
Exception Report	A report sent to the VA facilities by AAC that lists rejected 8B Record data.
Field	A data element in a file.
Initial	A type of download used to populate the PAID EMPLOYEE file (#450) with master record data.
MailMan	The Department of Veterans Affairs electronic mail system.
Menu	A set of options available to users to perform related tasks.
Option	A selection from a menu that performs a task.
OT/CT	Overtime or Compensatory time.

Package	A set of MUMPS routines, files, documentation and installation procedures that support a specific function within DHCP.
Payroll Clerk	Employee of Fiscal Service, Payroll Section who is responsible for uniformity in the correct preparation and maintenance of time and attendance reports.
Payrun	A type of download containing accounting data used to update the PAID EMPLOYEE (#450) and PAID PAYRUN DATA (#459) files.
RET	RETURN or ENTER key on a terminal keyboard.
Separation	A type of download used to mark an employee's entry in the PAID EMPLOYEE (#450) file as a separation (i.e., no longer an active employee at that station).
SF 71	Application for Leave, Standard Form 71.
Software	A generic term referring to a related set of computer programs.
SSN	Social Security Number.
T&A	Time and Attendance.
T&L	Time and Leave Unit.
Timekeeper	Responsible for the preparation, maintenance, and timely submission of time and attendance reports for each affected employee whose record has been assigned to their jurisdiction.
Transfer	A type of download used to create an entry into the PAID EMPLOYEE (#450) file for an employee transferring into the station from another station.
Transmit	A process in which data is sent from one computer to another.
User	A person who enters, edits, and/or retrieves data from a system.
VA Form 4-5631	The TIME AND ATTENDANCE REPORT (i.e., timecard).
Verification	To check the accuracy or to confirm the input entry of known data.

Verify Code	A unique security code which serves as a second level of security access. The user may change this code.
VHA	Veterans Health Administration.
8B Record	Employee information pertinent to the generation of biweekly payroll checks.



## Section 2. Education Tracking

This module creates an Educational Tracking database which features the identification of educational programs and inservice training, allows the crediting of attendance at these educational offerings, and generates multiple reports.

The information associated with each class may include:

- Program or class name
- Supplier/presenter
- Type of media used in the presentation
- Location of training
- Purpose of training
- Category of program/class
- Type of training (mandatory inservice, continuing education, etc.)
- Mandatory review group (if a required class)
- Financial agency and cost
- Accreditation board (for continuing education)
- Employer or student expense

The database information is used to complete VA FORM 5-4691 and to manually transmit data to the Austin Automation Center (AAC). The data tracked for this purpose includes: whether the training is financed by the government or the employee, the purpose or reason the employee received the training, whether the training was given by a federal agency or commercial vendor, the number of on- duty and off-duty hours of training, the length of the program or class, direct cost (e.g., tuition, books, supplies), indirect cost (e.g., transportation, lodging, and subsistence), the program category (information about the specific kind of training), program or class title, employee cost, the contact hours (the actual hours spent in class- calculate as on-duty and off duty hours) and whether the training was routine or non-routine.

The education tracking options provide on-line registration, class calendars, registration rosters, and record tracking of all programs or classes that an employee or student has taken. This employee record can be transferred from site to site.

The menu options provide the opportunity to enter a program or class with multiple attendees, saving input time and keyboard interaction. The main menu for this application is PRSE-SYS-MGR.



# Chapter 1. Package Management

There are several issues which the Application Coordinator and IRM staff need to be cognizant of when the Education Tracking module is initially installed. This section discusses these topics which include: New Person and PAID Employee file relationships, file descriptions, site configurable file entries, software warnings, package keys, unique legal requirements, data conversions, the concept of mandatory review groups, and general information on editing and deleting class records.

## 1. The software environment

The Education Tracking application must be installed in an environment with not less than:

- Kernel Version 7.1
- FileMan Version 20

## 2. PAID files

The following PAID files are exported with this software:

### PAID Employee file (#450)

This file contains employee master record data that is sent to the station from the Austin Automation Center.

### PRSE Student Education Tracking file (#452)

This file contains information on employee and non-employee attendance at continuing education and inservice programs. (Selected data is manually entered into the OLDE software).

### PRSE Program/Class file (#452.1)

This file contains the names of all classes including local continuing education programs, mandatory/required classes, miscellaneous inservice programs, and nursing ward inservice used in the Education Tracking software. Non-local C.E. class names are not stored in this file.

### PRSE Education Program/Class Supplier file (#452.2)

This file contains the names of an individual, companies, or organizations presenting or supplying the program(s).

### PRSE Mandatory Training (MI) Class Group file (#452.3)

This file groups the names of mandated or required classes and associates these groups with a service, a category of staff or as hospital wide. In the Nursing software, these groups were previously known as review groups and the names were stored in the NURS MI Class Group file. These training groups can now be associated with individual persons or entire services.

**PRSE Education Program/Class Category file (#452.4)**

This file contains a listing of categories which is used to identify the type of program or training received. Editing of the file's entries is limited to the application's developers and is exported with the package. (Selected data is manually entered into the OLDE software).

**PRSE Education Presentation Media file (#452.5)**

This file contains a listing of class presentation formats.

**PRSE Employee Purpose of Training file (#452.51)**

This file contains a listing of purposes used in describing the reason for the training received. Editing of the file's entries is limited to the application's developers and is exported with the package. (Selected data is manually entered into the OLDE software).

**PRSE Svc Reasons for Training file (#452.6)**

This file contains the hospital service's reason or purpose for training received. Each service may add information to this file.

**PRSE Parameters file (#452.7)**

This file contains specific medical center parameters used in the Education Tracking software.

**PRSE Education Registration file (#452.8)**

This file contains information on student registration for individual classes.

**PRSE Education Accreditation Organizations file (#452.9)**

This file contains a list of organizations conferring CEUs or contact hours for (i. e., accrediting) continuing education programs. Data is exported through the software and local entries can be added.

### 3. File population

The following files are not exported with data and information must be entered into each file prior to using the software:

- a. PRSE Education Program/Class Supplier (#452.2)
- b. PRSE Education Presentation Media (#452.5)
- c. PRSE Svc Reasons for Training (#452.6)

These files are editable by the Application Coordinator and data should be added to the files after discussing the proposed entries with other service application coordinators. Refer to the chapter on Site Files for an explanation on entering data into these files.

The software is also exported with the following populated files:

- a. Employee Purpose Of Training (#452.51)
- b. Education Program/Class Category (#452.4)

Data contained in these two files is not to be edited through VA FileMan at the medical center. As additional categories are officially added by Central Office, the developers will export a patch to update these files.

#### 4. Menus

The main option for the Education Tracking software is PRSE-SYS-MGR or the System Manager's Menu. This menu should be assigned to the Information Resource Management Service (IRMS) employee supporting the software.

##### System Managers' Menu.

- 1       IRM Menu ...
- 2       Package Coordinator Menu ...
- 3       Education Tracking Instructor Menu ...

The System Manager/designee should be solely responsible for executing any changes under the IRM Menu and needs to be familiar with the following menu.

##### IRM Menu

- 1       Enter/Edit Tracking Parameter File
- 2       Purge Student Tracking File

The Application Coordinator should also be knowledgeable of the information contained in the options of the IRM Menu.

The Enter/Edit Tracking Parameter File option contains fields which: (1) place the software on-line/off-line, (2) store the facility name used in printing reports, and (3) turn on and off access to the New Person and the PRSE Education Program/Class Supplier files. The Purge Student Tracking File option deletes information from the PRSE Student Education Tracking file based on a date indicated by the user. The purged data is only retrievable from a backup tape. Archiving to another medium is not available in this version.

The PRSE Education Tracking Application Coordinator's primary menu consists of the following options:

##### Package Coordinator Menu

- 1       Enter/Edit Class Information ...
- 2       Class Registration Enter/Delete
- 3       Attendance Menu ...

- 4 Reports Menu ...
- 5 Package Set-up Menu ...

Functionally these options allow the creating and editing of class information, permit individual registration in classes, document attendance at classes, and print reports. Within the Package Coordinator Menu, there is a separate menu option which can be assigned to all medical facility staff so that they may register for appropriate classes and print their own education tracking reports. The last menu option, Package Set-up Menu, is used to edit the site configurable files. This menu option may be given to other application coordinators and appropriate staff as designated by the PRSE Education Tracking Application Coordinator.

The Instructor's Menu option supplies the user with the tools to set up classes, register individuals for programs, credit program attendance, print reports.

### Education Tracking Instructor Menu

- 1 Enter/Edit Class Information ...
- 2 Class Registration Enter/Delete
- 3 Attendance Menu ...
- 4 Reports Menu ...

## 5. Keys

There are 3 keys that are part of the Education Tracking software. Each key allows the user to access different levels of data. The keys and their descriptions are as follows:

### 1. PRSE CORD

- Allows user to see data for all services.
- Allows user to register and enter attendance for anyone in an open or closed class regardless of service.

### 2. PRSE SUP

- Allows user to see data only for their own service.
- Allows user to register and enter attendance for any individual in a closed class sponsored by their service.

### 3. PRSE TRAIN

- Used only by Nursing Service personnel.
- Allows user to see data only for their own nursing location.

Any user having the Enter/Edit Class Attendance option can credit attendance for any individual at any open class. A user with no key sees only their own data. Refer to #13 below for an explanation of open and closed classes.

## 6. New Person and PAID Employee file relationships

With the installation of PAID V. 3.1 certain key relationships have been set up between the New Person file (#200), and the PAID Employee file (#450). The names of all medical center employees used in the Education Tracking application have already been entered in both files. Also, the social security numbers have been matched between the two files. The last important relationship between the New Person file and the PAID Employee file is the service associated with the medical center employee. The PAID Employee file must have an entry in the Cost Center/Organization field (#458) to identify the employee's service. The Service/ Section field of the New Person File does not need to have an entry. Education tracking relies solely on the entry in the PAID Employee file except in the case of a non-employee.

## 7. Identifying current and separated employees

This module uses the Separation Ind field (#80) in the PAID Employee file to identify a current employee. Only current employees are reflected in the service and deficiency reports. The Separation Ind field's description states that the field identifies a separated employee and that separated employees have a value of Y (for yes). Current employees have a value of N (for no). This field should be set before the Cost Center/Organization field to insure that the PAID Employee file 'ACC' cross reference is created. If the Separation Ind is set after the Cost Center/Organization, you will need to re-enter the Cost Center/Organization eight digit code or use VA FileMan to re-index the 'ACC' cross reference on the Cost Center/Organization field.

## 8. Non-Employee entries

Non-employees (including WOC trainees, contract employees, and house staff not on the DVA payroll) may attend any of the medical center classes and have their attendance included in the tracking software. Also, the facility may register non-employees for courses prior to their attendance. The name of the individual will have to be stored in the New Person file either by IRM or through the Education Tracking application. The name of the non-employee can be added directly through the software if the PRSE New Person File Access, in the PRSE Parameters file, is turned on. A warning will appear when entering data on the new employee. A warning, depending upon the option you have entered, states:

a. Is (name of individual), being added to the NEW PERSON (#200) file as a NON-EMPLOYEE YES//

b. Do you want to credit (name of individual) - NON-EMPLOYEE for attending (name of class)

If the PRSE New Person File Access is turned off, then the following warning will appear:

New entries cannot be added to the New Person file from this option - Contact the Education Package Coordinator or IRM.

Remember, if non-employees are to be tracked in this system, IRMS must either turn on the PRSE New Person File Access switch located in the PRSE Parameters file or make entries into the New Person file for non-employees.

## 9. Mandatory training/review groups

Required classes for individuals which are based on service or hospital requirements can be grouped or clustered together and designated as mandatory inservice (MI) review groups. For example, all employees must attend fire and safety classes, sexual harassment classes, etc. These classes can be combined under a MI review group called hospital-wide. Another example might be the grouping of all classes required for registered nurses (e.g., blood administration, CPR, infection control, obstructed airway) in Nursing Service through a MI review group called RN (for registered nurses only). The grouping of classes into MI review groups might be easier to assign than associating the classes individually with an employee. Mandatory review groups must be associated with any employee through the option, Assign/Delete Training Groups to Staff/Services [PRSE-EMP-MI]. The employee's MI review group data is stored in File #450, field #632. This relationship is **not** automatically built when new employees are entered into File #450 or when staff is assigned to a different service. A report called, Employee Mandatory Training Group/Class Report [PRSE-MI-LIST] prints a list of MI groups and required classes associated with an employee. A relationship between MI review groups or required classes and non-employees cannot be established in this version.

**Note:** If an employee is not assigned a mandatory training review group and/or a required class, the deficiency reports will indicate a compliance of 100%. In a future version, a message will print stating that the employee is not assigned to any review group or to any required class. It is suggested that all supervisors be given the Employee Mandatory Training Group/Class Report option for the purpose of identifying staff who are not assigned appropriate training review group(s) or required classes.

## 10. Creating and editing classes

Before creating a new class the user must first decide the appropriate category type for the class. The possible types are: (1) mandatory inservice, (2) continuing education (for on-station or off-station presentations), (3) other/miscellaneous, and (4) ward/unit location.

Mandatory inservice should be used if attendance is required of a group of employees and it is given on a scheduled basis (e.g., annually, quarterly, every two years, one time only). The class can be assigned to one or more mandatory review groups. Either the Enter/Edit Mandatory Training (MI/Brief) [PRSE-M.I.] option or the Enter/Edit Mandatory Training (MI/Expanded) [PRSE-MIEX] option can be used. The expanded option has a few more fields to complete and should be used if the training attendance will be submitted to the PAID system by OLDE.

Continuing education (C.E.) can be either local C.E. or non-local C.E. and usually refers to professional educational programs of a substantial nature used to meet accreditation or licensing requirements. The granting of continuing education units (CEU) or contact hours may be involved. Local C.E. information is documented through the option Enter/Edit Local Continuing Education [PRSE-

C.E.]. Please note that if the continuing education program was non-local, the program or class must be entered and edited through the Attendance Menu option, Create Non-Local CE and Enter Attendance [PRSE-NCEATTEND]. Refer to the glossary for a definition of local and non-local C.E.

Other/miscellaneous is used for classes not meeting mandatory inservice or C.E. criteria. The largest number of classes will probably fall into this type. Supervisory and management training, classes to review new procedures or equipment, routine technical training are examples of this type. The option Enter/Edit Miscellaneous Training [PRSE-O.I.] is used to capture information on these programs.

Ward/Unit location is used by Nursing Service to set up classes associated with a specific nursing unit that fall into the miscellaneous type described above. The Enter/Edit Ward/Unit-Location Training [PRSE-W.I.] option not only allows a user to store information about the class information but also permits the user to immediately (or at a later time) record attendance. If the class is established before the presentation so that the employee can register, this type should probably not be used.

The names of classes can be 2-53 characters. The software contains a programming check to make sure that the name of the class is unique. If two titles are the same, the application will prompt you to enter a different name for the second entry.

## 11. Initial class information set up

There are certain fields which are displayed only once, i.e., when the coordinator is initially setting up the class. These fields are: class objectives, required frequency or interval for attending the class (if the class type is mandatory/required class), length of the class (in hours), and the name of the service sponsoring the class. These fields do not appear after the first class entry is made because the data contained in these fields does not change frequently. The user may edit these fields for future classes by using the Class File Edit option (under Package Set-up Menu) which edits the class data stored in the PRSE Program/Class Title file (#452.1) and the PRSE Education Registration file (#452.8). Editing class data will not affect classes which have been presented and attendance taken. These courses have been stored in the PRSE Student Education Tracking file (#452); therefore, changing specific class data will not change information on previously attended classes.

## 12. Deleting and Editing Class (not employee) Information

The name of a class and its identifying information which is stored in the PRSE Program/Class file (#452.1) may be deleted through the Class File Edit option [PRSE-CLAS] located in the Package Set-up menu. This excludes non-local C.E. class names which are not stored in File #452.1. When a class is deleted or removed from the PRSE Program/Class file, the corresponding entry in the PRSE Education Registration file (#452.8) is also deleted.

### 13. Editing and Deleting of Employee Class Information

When employees have attended a class and certain information is in error (i.e., name of class, program class supplier, type of training class, and class length), the information can be changed for all the attendee's records residing in the PRSE Student Education Tracking file (#452). The use of the Modify Past Class Information option [PRSE-I-EMP] (under Attendance Menu) will correct all erroneous records associated with the class. Use of the Quick Attendance Update of Past/ Purged Classes option [PRSE-I-EMP] allows the users to make a copy of an existing class attendance record from the PRSE Student Education Tracking file (#452) and place another student's name on it. All class attendance is based on entries in the PRSE Program/Class file (452.1). If the class name is purged or deleted from that file, you cannot add a student's attendance through the Enter/Edit Class Attendance option. Therefore, the Quick Attendance Update of Past/ Purged Classes option is used to document class attendance for a single new attendee without reentering it into the PRSE Program/Class file.

### 14. Limiting class registration and multi-service attendance

The software has the capability to control the opening or closing of a class for registration, limiting the number of registrants, and restricting the participation of employees from services.

The Class Limit field is used to limit future class registration by either entering a 0 (zero) to close the class or a null value (blank) to open the class. A limit can be placed on the number that can register for a class session by entering a numeric value in the field. This information is otherwise summarized below:

- a. 0 (zero) = closes the class to registration.
- b. null (no field entry or value, blank) = opens the class to registration with no limitations on the number of registrants.
- c. number from 1-999 = opens the class with a limitation on registration which is based on the numeric value in the field.

The Open/Closed field is used to allow the presenting/sponsoring service to open or close the class to other services. If closed is entered as the value, other service employees will not be able to register for the class. In general, closed should be associated with a class when the class is established for a specific service's purpose. The class should be open if more than one service's employees may attend. For example if the Pathology Service is presenting a class to hematology section employees on operating a new machine to do blood counts, the class should probably be closed. However if Human Resources is presenting a class to supervisors on Labor Relations, the class would be set as open to make the class available to all services.

### 15. Class III conversions

Data stored in the Automated Training Tracking System (ATTS) application (Class III software) or any other Class III/locally developed education tracking



software will not be converted by the Education Tracking software.

## 16. Nursing V. 3.0 data conversion(after installation of Nursing V. 3.0)

With the installation of the next version of the Nursing application, V. 3.0 staff training information will be removed from the Nursing files and stored in the appropriate PAID files.

The following summarizes these changes:

(a) In the NURS Staff file (#210), data previously found in fields 27 (Continuing Education Program) and 28 (Mandatory Inservice Program) will be stored in the PRSE Student Education Tracking file (#452).

(b) Data previously stored in the NURS MI Class Group file (#212.42) will be found in the PRSE Mandatory Training (MI) Class Group file (#452.3).

(c) Data previously stored in the NURS Mandatory Inservice file (#212.4) will be stored in the EDUCATION PROGRAM/CLASS TITLE file (#452.1).

(d) In the NURS STAFF file, the MI Review Group field (#28.1) which previously pointed to the NURS MI CLASS GROUP file (#212.42) will display employee information found in the EDUCATION MI REVIEW GROUP file (#452.3).

Nursing Service will assign a review group to a nursing employee through the Assign/Delete Training Groups to Staff/Services option [PRSE-EMP-MI]. The MI review group information associated with the nursing employee will be updated in both the PAID Employee (#450) and the NURS Staff (#210) files.

Class start dates must be entered for those classes converted from the nursing software before the class is opened for registration. See section on Entering Dates within this chapter. Start dates can be entered through the following options:

(a) Enter/Edit Mandatory Training (MI/Expanded) [PRSE-MIEX]

(b) Enter/Edit Mandatory Training (MI/Brief) [PRSE-M.I.]

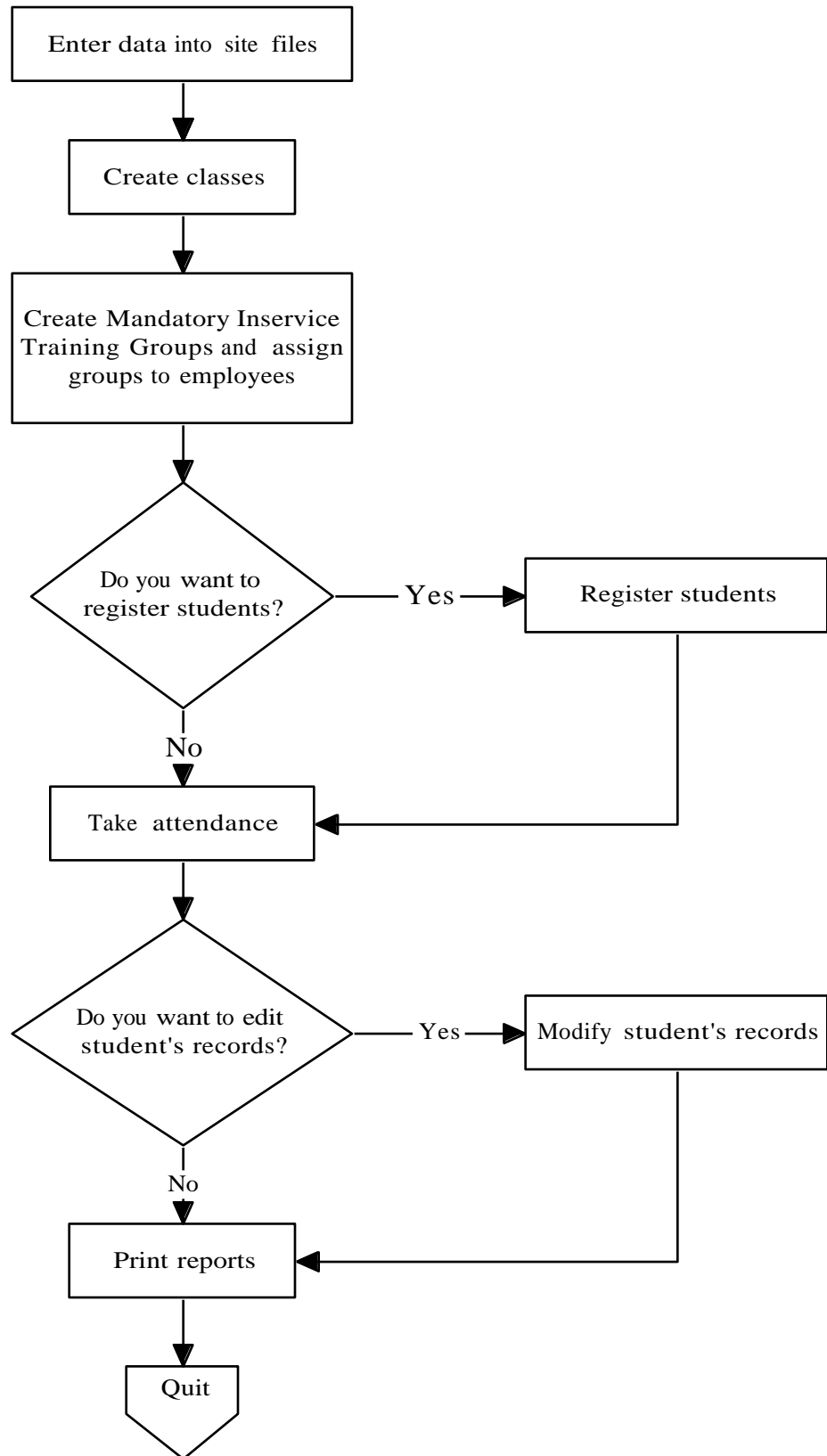
(c) Enter/Edit Local Continuing Education [PRSE-C.E.]

Editing of all data previously accomplished through the Nursing application is now done through the Education Tracking application.

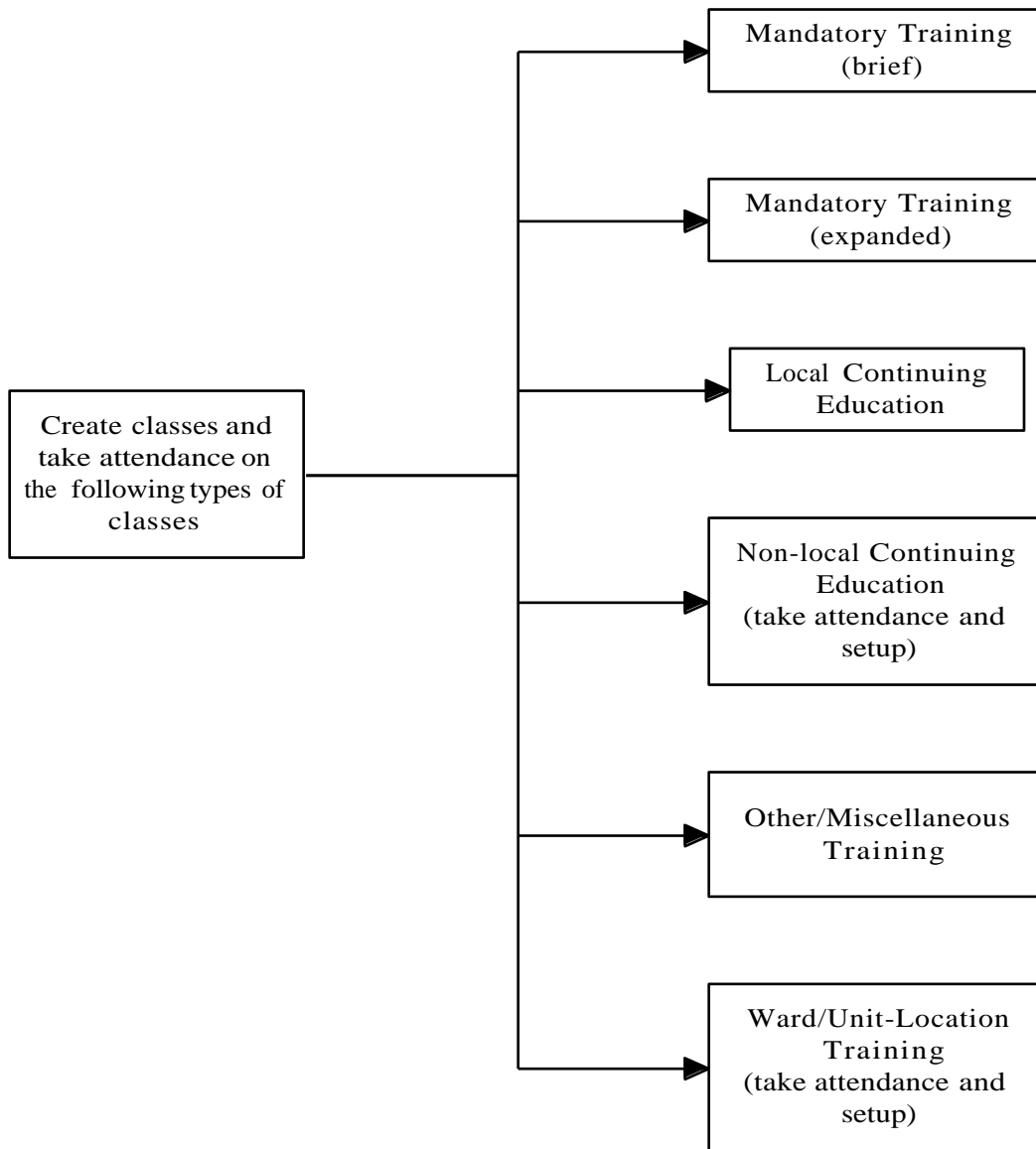
## 17. Special legal requirements for running the module

There are no unique legal requirements for implementing this software module.

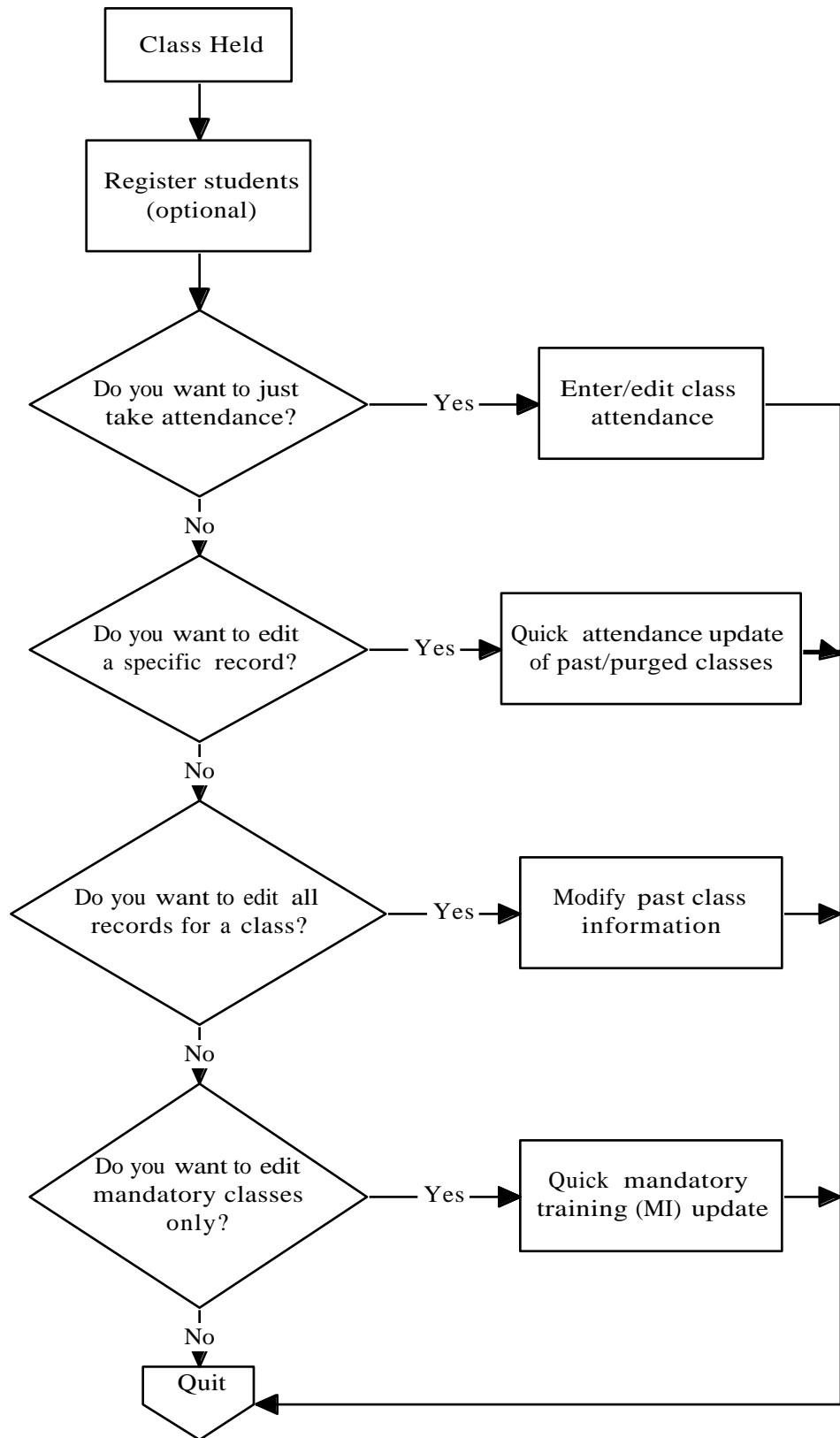
## Education Process (general)



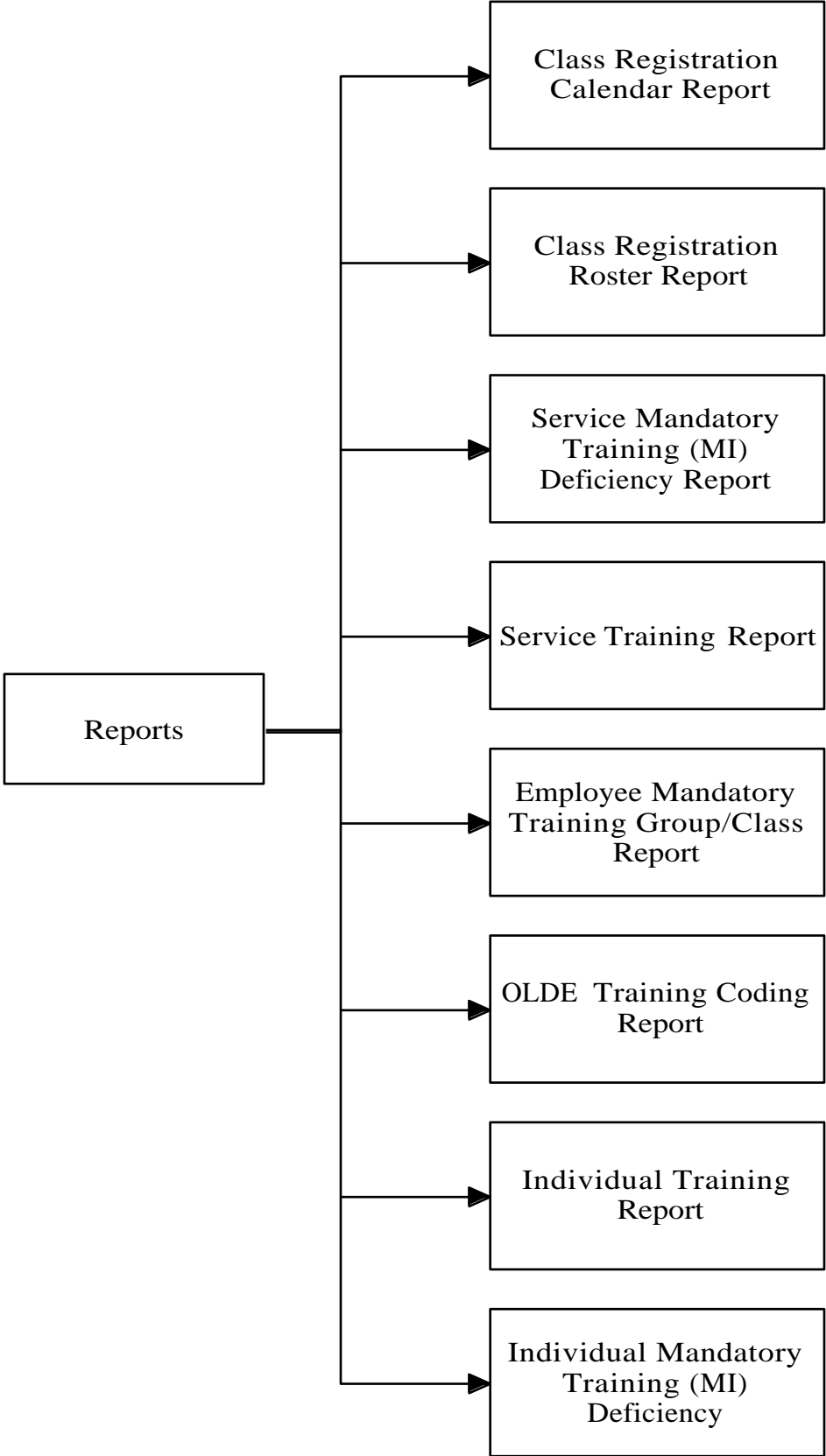
## Attendance Breakdown



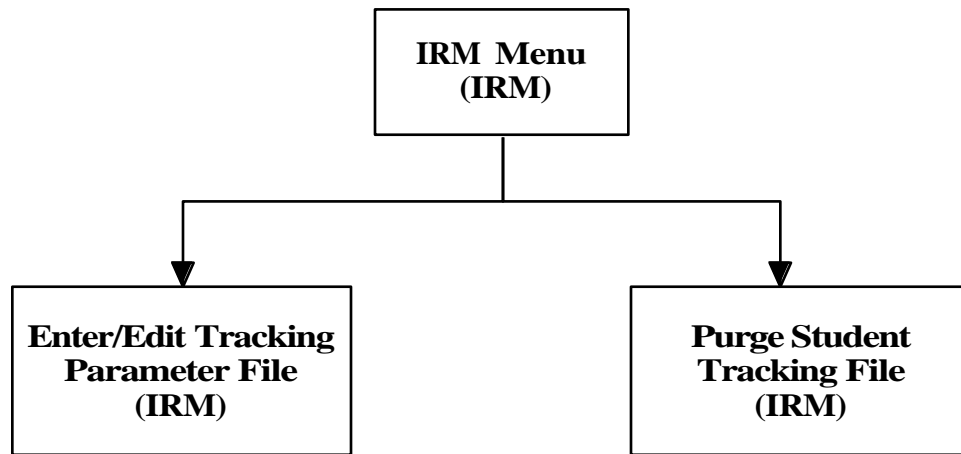
## Take Attendance (general)



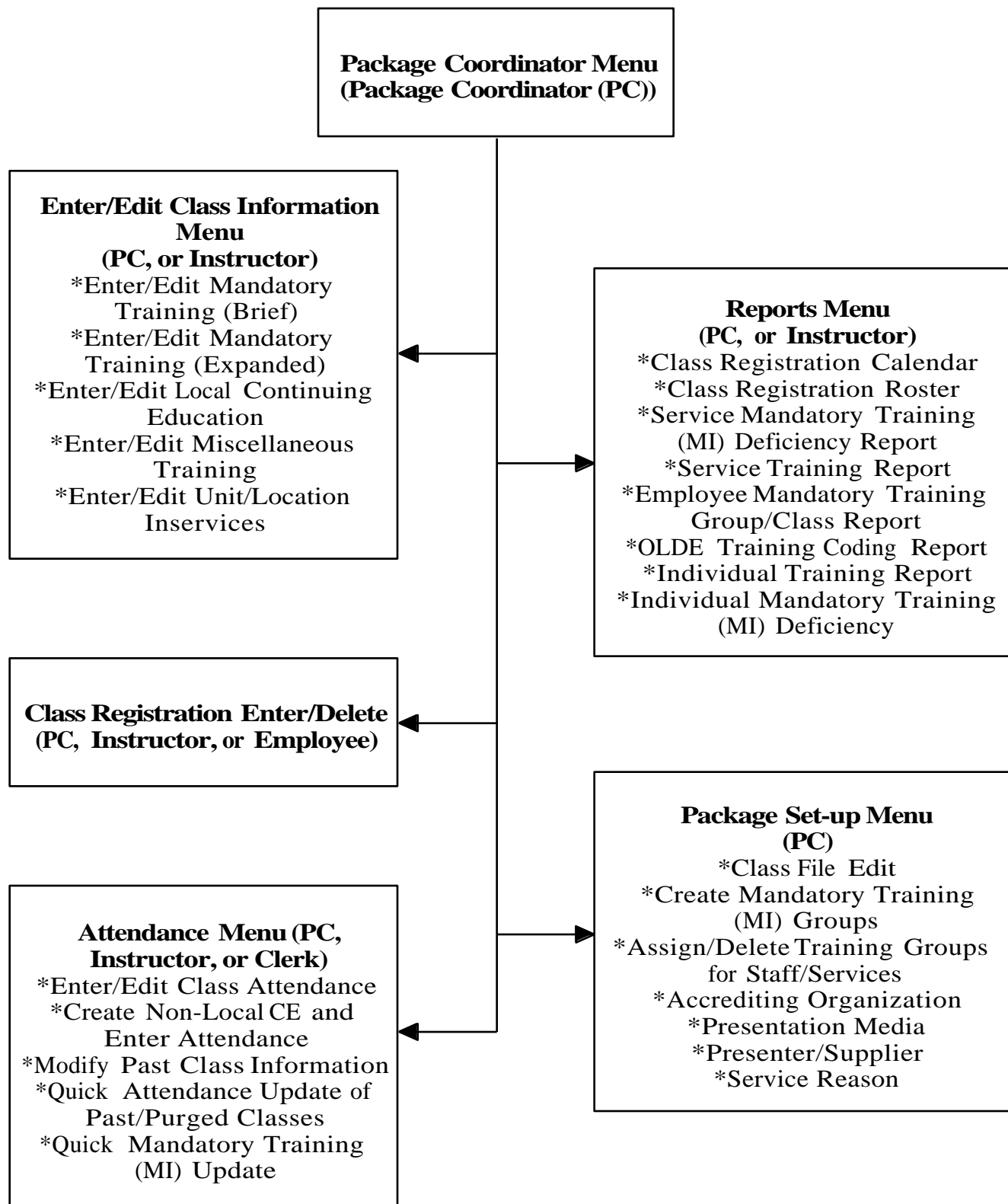
**Reports Breakdown**



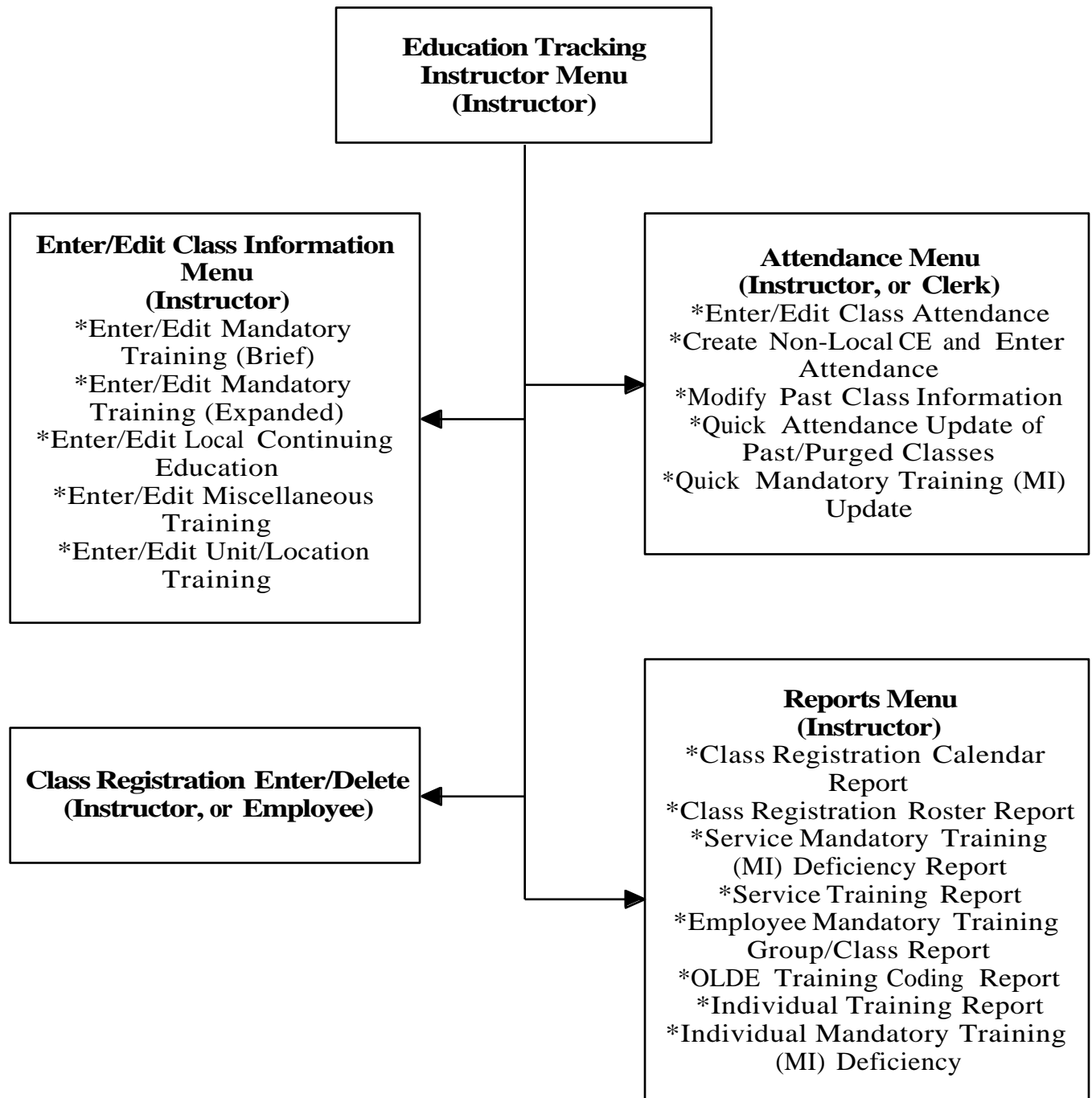
## IRM Menu



## Package Coordinator Menu



## Education Tracking Instructor Menu





# File Diagram

This is a diagram of the files for the Education Tracking software and their relationships to each other.

File/Package: EMPLOYEE EDUCATION TRACKING		Date: NOV 25,1994		
FILE (#)	POINTER FIELD	POINTER TYPE	(#) FILE POINTER FIELD	FILE POINTED TO
	L=Laygo *=Truncated	S=File not in set m=Multiple	N=Normal Ref. v=Variable Pointer	C=Xref.
			452 PRSE STUDENT EDUCATIO* STUDENT NAME PROGRAM/CLASS CATEGORY PURPOSE OF TRAINING ACCREDITING ORGANIZATION EMPLOYEE/ST:EMPLOYEE/ST* m SVC REASON:SVC REASON	-> NEW PERSON -> PRSE EDUCATION PROGRAM/CLASS CA* -> PRSE EMPLOYEE PURPOSE OF TRAINI* -> PRSE EDUCATION ACCREDITATION OR* -> NEW PERSON -> PRSE SVC REASONS FOR TRAINING
PAID EMPLOYEE (#450.0633)			452.1 PRSE PROGRAM/CLASS	
MANDATORY CLASS		(N S C )->	SERVICE	-> PAID COST CENTER/ORGANIZATION
PRSE MANDATORY TRAIN (#452.31)		(N )->	EMPLOYE:MI REVI:MI REVI*	-> PRSE MANDATORY TRAINING (MI) CL*
M.I. PROGRAM/CLASS:MANDATORY CLASSES		(N )->		
PRSE EDUCATION PROGR (#452.42)		(N )->		
PROGRAM/CLASS		(N )->		
PRSE EDUCATION REGIS (#452.8)		(N C L)->		
CLASS NAME			452.2 PRSE EDUCATION PROG* STATE	-> STATE
PAID EMPLOYEE (#450.0632)			452.3 PRSE MANDATORY TRAI* SERVICE m M.I. PROGRA:MANDATORY C*	-> PAID COST CENTER/ORGANIZATION -> PRSE PROGRAM/CLASS
MI REVIEW GROUP		(N S C )->		
PRSE STUDENT EDUCATI (#452)			452.4 PRSE EDUCATION PROG* m PROGRAM/CLA:PROGRAM/CLA*	-> PRSE PROGRAM/CLASS
PROGRAM/CLASS CATEGORY		(N )->		
PRSE EDUCATION REGIS (#452.8)		(N )->		
CLASS CATEGORY		(N )->		
PRSE EDUCATION REGIS (#452.8)			452.5 PRSE EDUCATION PRES*	
TYPE OF MEDIA		(N )->		
PRSE STUDENT EDUCATI (#452)			452.51 PRSE EMPLOYEE PURP*	
PURPOSE OF TRAINING		(N )->		
PRSE EDUCATION REGIS (#452.8)		(N )->		
PURPOSE OF CLASS		(N )->		
PRSE STUDENT EDUCATI (#452.033)			452.6 PRSE SVC REASONS FO*	
SVC REASON		(N C )->		
PRSE EDUCATION REGIS (#452.877)		(N C )->		
SERVICE REASON FOR CLASS		(N C )->		
PRSE STUDENT EDUCATI (#452)			452.8 PRSE EDUCATION REGI* CLASS NAME TYPE OF MEDIA SPONSORING SERVICE/SECTI* ACCREDITING ORGANIZATION CLASS CATEGORY PURPOSE OF CLASS m SERVICE REA:SERVICE REA* m START D:STUDENT:STUDENT*	-> PRSE PROGRAM/CLASS -> PRSE EDUCATION PRESENTATION MED* -> PAID COST CENTER/ORGANIZATION -> PRSE EDUCATION ACCREDITATION OR* -> PRSE EDUCATION PROGRAM/CLASS CA* -> PRSE EMPLOYEE PURPOSE OF TRAINI* -> PRSE SVC REASONS FOR TRAINING -> NEW PERSON
ACCREDITING ORGANIZATION		(N )->		
PRSE EDUCATION REGIS (#452.8)		(N )->	452.9 PRSE EDUCATION ACCR* STATE	-> STATE
ACCREDITING ORGANIZATION		(N )->		

# Package Operation

## Descriptions:

The chapters contained under Package Operation describe the sequence of steps used in:

1. Setting up the module's medical center site files and purging old student education records.
2. Creating educational program records for:
  - Mandatory/required classes.
  - Continuing education programs.
  - Classes presented on nursing units.
  - Miscellaneous inservices which cannot be categorized under the previous class types.
3. Creating hospital-wide and service specific mandatory training groups which are also known as mandatory review groups.
4. Associating training groups with hospital employees for the purpose of tracking attendance at required classes.
5. Registering students for classes by an instructor, secretary, or the employee himself (self registration). This step is optional.
6. Crediting program attendance at:
  - Required classes.
  - Local and non-local continuing education classes.
  - Nursing unit inservice programs.
  - Other classes which do not fall in the above categories.
7. Editing attendance of past classes where the data might have been entered in error.
8. Printing reports which include:
  - class calendars.
  - registration rosters.
  - required training deficiency reports by service and for an individual employee.
  - service training reports.
  - individual training reports.
  - a listing of required classes and mandatory review groups associated with an employee.
  - a report used to complete OLDE training data entry.

## Menu Display:

Select Education Tracking System Menu Option: **2** Package Coordinator Menu

- 1 Enter/Edit Class Information ...
- 2 Class Registration Enter/Delete
- 3 Attendance Menu ...
- 4 Reports Menu ...
- 5 Package Set-up Menu ...

# Chapter 2: IRM and Package Set-up Menus

## 1. IRM Menu

### **Description:**

This menu contains the package site parameter option and a purge option for the PRSE Student Education Tracking file (#452).

### **Menu Display:**

- 1       IRM Menu ...
- 2       Package Coordinator Menu ...
- 3       Education Tracking Instructor Menu ...

Select Education Tracking System Menu Option: 1   IRM

- 1       Enter/Edit Tracking Parameter File
- 2       Purge Student Tracking File

## Enter/Edit Tracking Parameter File

### Description:

This option allows the user to edit the PRSE Parameters file (#452.7). By using this option, the user can take the Education Tracking application off-line, allow new people to be entered into the New Person file (#200) automatically, or allow LAYGO into the PRSE Education Program/Class Supplier file (#452.2).

### Additional Information:

This option should be assigned to IRM staff who possess the VA FileMan access of "@". If the user does not have this level of access, only the Station Name field can be edited.

### Menu Display:

Select Education Tracking System Menu Option: 1 IRM Menu

- 1 Enter/Edit Tracking Parameter File
- 2 Purge Student Tracking File

### Screen Prints:

Select IRM Menu Option: 1 Enter/Edit Tracking Parameter File

```
NAME: ONE// (No Editing)
STATION NAME: PAIDEDSPONSOR,ONE// ??
    This field should contain the station name or the desired default
    location for all locally presented training (e.g., VAMC HINES).
STATION NAME: PAIDEDSPONSOR,ONE// <RET>
PRSE OFFLINE/ON-LINE: ON-LINE// ??
    this switch will allow the Education Tracking Application to be taken
    off-line without bringing the entire system down.
CHOOSE FROM:
    1 OFF-LINE
    0 ON-LINE
PRSE OFFLINE/ON-LINE: ON-LINE// <RET>
SUPPLIER/PRESENTER LAYGO: LAYGO ACCESS// ??
    This field allows IRM to turn on/off laygo access to the Supplier/
    Presenter File in the Education Tracking Application.
```

Additional information on the Supplier/Presenter field can be found under each option explanation in Chapter 3.

```
CHOOSE FROM:
    1 LAYGO ACCESS
    0 NO LAYGO ACCESS
SUPPLIER/PRESENTER LAYGO: LAYGO ACCESS// <RET>
NEW PERSON FILE ACCESS: NO ACCESS TO NEW PERSON FILE
```

```
// ??  
This field allows IRM to turn on/off access to the New Person File from  
the Education Tracking Application.  
CHOOSE FROM:  
  1      ACCESS TO NEW PERSON FILE  
  0      NO ACCESS TO NEW PERSON FILE  
NEW PERSON FILE ACCESS: NO ACCESS TO NEW PERSON FILE  
// <RET>
```

Additional information on the purpose for this field is found in Chapter 1, Package Management, (under) 8. Non-Employee entries.

**Menu Access:**

The Enter/Edit Tracking Parameter File option is accessed through the IRM Menu option.

## Purge Student Tracking File

### Description:

This option allows the user to purge old education records from the PRSE Student Tracking file (#452). The user can purge data from a specified date.

### Additional Information:

One-time only classes are not purged by this option. Once the data is purged from the file, the data can only be restored from a backup.

### Menu Display:

Select Education Tracking System Menu Option: 1 IRM Menu

- 1 Enter/Edit Tracking Parameter File
- 2 Purge Student Tracking File

### Screen Prints:

Select IRM Menu Option: 2 Purge Student Tracking File

Has IRM been contacted before purging data from file 452  
to insure that journaling of the ^PRSE global has been suspended? YES// ??

ANSWER 'YES' or 'NO'

Journaling of the ^PRSE global should be suspended before any data is purged  
from the PRSE Student Tracking file (#452).

Has IRM been contacted before purging data from file 452  
to insure that journaling of the ^PRSE global has been suspended? YES// <RET>  
(YES)

Start With DATE: OCT 31, 1991//??

Enter a date which is less than or equal to OCT 27, 1994.

The default date is approximately 156 weeks (3 years) prior to the current date.

Start With DATE: OCT 31, 1991// <RET> (OCT 31, 1991)

Are you sure you want to delete data prior to OCT 31, 1991? YES// ??  
ANSWER 'YES' OR 'NO':

Are you sure you want to delete data prior to OCT 31, 1991? YES// <RET>

Purging 452 data.....

Data is being purged at this time.

**Menu Access:**

The Purge Student Tracking File option is accessed through the IRM Menu option.



## 2. Package Set-up Menu

### Description:

This menu allows the user to enter or edit data in the software's site files. These files have been created so that the medical facility can enter information specific to their organization on topics such as:

1. Organizations that accredit programs attended by staff.
2. Associating review groups and classes with employees and services.
3. Editing class content found in the PRSE Student Education Tracking File (#452).
4. Entering names of mandatory training groups which can be associated with specific services, staff positions, categories of personnel, and all hospital personnel.
5. Media used in presenting the course content.
6. Names of presenters and contractors associated with the programs.
7. Specific reasons for hospital services requiring the classes.

### Menu Display:

- 1 IRM Menu ...
- 2 Package Coordinator Menu ...
- 3 Education Tracking Instructor Menu ...

Select Education Tracking System Menu Option: **2** Package Coordinator Menu

- 1 Enter/Edit Class Information ...
- 2 Class Registration Enter/Delete
- 3 Attendance Menu ...
- 4 Reports Menu ...
- 5 Package Set-up Menu ...

Select Package Coordinator Menu Option: **5** Package Set-up Menu

- 1 Class File Edit
- 2 Create Mandatory Training (MI) Groups
- 3 Assign/Delete Training Groups for Staff/Services
- 4 Accrediting Organization
- 5 Presentation Media
- 6 Presenter/Supplier
- 7 Service Reason

The following pages provide detailed information about entering and editing information contained in files accessed by the above options.

## **Class File Edit**

### **Description:**

This option allows the user to edit certain data for classes (i.e., mandatory, local continuing education, ward/location, and other/miscellaneous) stored in the PRSE Program/Class file (#452.1) through the Enter/Edit Class Information option.

### **Additional Information:**

Non-local C.E. classes cannot be edited through this option, but through the Create Non-Local CE and Enter Attendance option found in the Attendance menu. Users CANNOT ADD new class entries through this option. All new classes are added through the Enter/Edit Class Information option. Once a class is presented it can be deleted through this option by entering the @ sign at the first prompt after selecting the correct class. Classes should not be deleted unless the user is sure that it will not be presented again in the near future or the user wants the mandatory class to appear on the deficiency reports.

When editing class information the Class Name field is automatically changed in the Education Registration file (#452.8). Editing class information or deleting a class will NOT affect information for employees whose attendance has been recorded. The records of past class attendance can be edited through the Attendance options.

### **Menu Display:**

Select Package Coordinator Menu Option: 5 Package Set-up Menu

- 1 Class File Edit
- 2 Create Mandatory Training (MI) Groups
- 3 Assign/Delete Training Groups for Staff/Services
- 4 Accrediting Organization
- 5 Presentation Media
- 6 Presenter/Supplier
- 7 Service Reason

**Note:** Forward jumping is not allowed in this option; backward jumping is allowed.

### **Screen Prints:**

Select Package Set-up Menu Option: 1 Class File Edit

Select CLASS: ?

The class must be an existing class in the file. A user cannot enter a new entry into the PRSE Program/Class file.

```
ANSWER WITH PRSE PROGRAM/CLASS PROGRAM/CLASS TITLE, OR
TYPE OF EDUCATION
DO YOU WANT THE ENTIRE PRSE PROGRAM/CLASS LIST? Y (YES)
CHOOSE FROM:
113-CHEM JOURNAL          IRM    120-93-001-SANITATION
118 EXPOSURE TO BLOOD PATHOGEN          NURSING SERVICE
118-93005-THE MAGIC OF TEAMWOR          NURSING SERVICE
3W BIOETHICS
5TH NURSING INFORMATICS          NURSING SERVICE
5W BAXTER IV PUMPS          NURSING SERVICE
5W IVAC 4200          NURSING SERVICE
FIRE SAFETY          INFORMATION SYSTEMS CENTER
FIRE SAFETY          NURSING SERVICE
'^' TO STOP: ^
```

```
Select CLASS: 3W BIOETHICS          NURSING SERVICE
PROGRAM/CLASS TITLE: 3W BIOETHICS// ?
Answer must be 2-53 characters in length
```

This is the name of the class.

```
PROGRAM/CLASS TITLE: 3W BIOETHICS// <RET>
OBJECTIVE(S):
```

This field is used to enter the class objectives and it is word-processing.

```
EDIT Option: <RET>
```

```
1>LEARN ABOUT BIOETHICS.
EDIT Option: <RET>
PRSE PROGRAM/CLASS LENGTH HRS: 8// ?
Indicate the number of hours by typing a number between 0 and 9999.99, 2
Decimal Digits.
```

This is the class length in hours as reported to Austin.

```
PRSE PROGRAM/CLASS LENGTH HRS: 8// <RET>
```

**Note:** When the class type is mandatory inservice, the FREQUENCY field is displayed between the PRSE PROGRAM/CLASS LENGTH HRS field and the TYPE OF EDUCATION field.

```
TYPE OF EDUCATION: Ward Inservice// ?
CHOOSE FROM:
M          Mandatory Inservice
C          Continuing Education
O          Other Training
W          Ward Inservice
TYPE OF EDUCATION: Ward Inservice// <RET>
```

If this class was a mandatory inservice, a REQUIRED FREQUENCY prompt would have displayed before the TYPE OF EDUCATION prompt.

```
SERVICE: ISC// ?
Select Cost Center/Organization Code entry other than 'MISCELLANEOUS'
ANSWER WITH PAID COST CENTER/ORGANIZATION NAME
```

DO YOU WANT THE ENTIRE PAID COST CENTER/ORGANIZATION LIST? **Y** (YES)

CHOOSE FROM:

A & M MGT  
AMBULATORY CARE  
ANESTHESIOLOGY  
AUDIOLOGY  
BLIND REHAB  
BUILDING MGT  
CHAPLAIN  
CHIEF OF STAFF  
DENTAL  
DERMATOLOGY  
DIALYSIS  
DIETETICS

.  
.  
.

This field associates the class with a specific service.

SERVICE: NURSING SERVICE// **<RET>**

OPEN/CLOSED: CLOSED// ?

CHOOSE FROM:

1           CLOSED  
0           OPEN

This field indicates if the class is opened to individuals outside of the service. Closed programs will not be displayed to potential registrants from other services through the registration option.

OPEN/CLOSED: CLOSED// OPEN

Select CLASS: **<RET>**

### **Menu Access:**

The Class File Edit is accessed through the Package Set-up Menu in the Package Coordinator Menu Option.

## **Create Mandatory Training (MI) Groups**

### **Description:**

This option allows creating or editing of the PRSE Mandatory Training (MI) Class Group file (452.3) which contains information on and classes associated with mandatory inservice (MI) review groups.

### **Additional Information:**

Required classes for individuals, based on service or hospital requirements, can be grouped or clustered together and designated as mandatory inservice (MI) review groups (also referred to as mandatory training/inservice or mandatory review groups). For example, all employees must attend fire and safety classes, sexual harassment classes, etc. These classes can be combined under a MI review group called hospital-wide. Another example might be the grouping of all classes required to be taken by registered nurses (e.g., blood administration, CPR, infection control, obstructed airway) in Nursing Service through a MI review group called RN (for registered nurses only). The grouping of classes into MI review groups might be easier to assign than associating the classes individually with an employee. Mandatory review groups may be associated with any employee through the option, Assign/Delete Training Groups for Staff/Services [PRSE-EMP-MI]. The MI review group data is stored in File #450, field #632. A report called, Employee Mandatory Training Group/Class Report [PRSE-MI-LIST] prints a list of MI groups and required classes associated with an employee.

Any individual assigned this option can create a MI review group. The user is not required to hold any PRSE key.

### **Menu Display:**

Select Package Coordinator Menu Option: 5 Package Set-up Menu

- 1 Class File Edit
- 2 Create Mandatory Training (MI) Groups
- 3 Assign/Delete Training Groups for Staff/Services
- 4 Accrediting Organization
- 5 Presentation Media
- 6 Presenter/Supplier
- 7 Service Reason

### **Screen Prints:**

Select Package Set-up Menu Option: 2 Create Mandatory Training (MI) Groups

Select MANDATORY TRAINING GROUP NAME: ?

This is the name of a mandatory or required class group which may be associated with a service or a specific group of employees.

ANSWER WITH EDUCATION M.I. REVIEW GROUP MI REVIEW GROUP  
DO YOU WANT THE ENTIRE PRSE MANDATORY TRAINING (MI) CLASS GROUP LIST? **Y**  
(YES)

CHOOSE FROM:

120-FOOD HANDLERS DIETETICS  
ACLS NURSING SERVICE  
DIETICIAN DIETETICS  
LPN NURSING SERVICE  
MAS ADMINISTRATION  
OPERATING ROOM NURSING SERVICE  
ORTHO NURSING SERVICE  
PHARMACIST PHARMACY  
QUALITY MANAGEMENT NURSING SERVICE  
RN NURSING SERVICE  
RN DIALYSIS NURSING SERVICE  
RN/ICU NURSING SERVICE  
SYSTEM MANAGMENT IRM

YOU MAY ENTER A NEW PRSE MANDATORY TRAINING (MI) CLASS GROUP, IF YOU WISH  
Answer must be 2-22 characters in length.

Select MANDATORY TRAINING GROUP NAME: **HOSPITAL GROUP**

ARE YOU ADDING 'HOSPITAL GROUP' AS

A NEW PRSE MANDATORY TRAINING (MI) CLASS GROUP? **Y** (YES)

NAME: HOSPITAL GROUP//

SERVICE: NURSING SERVICE// ? The default value for the service shown after the service prompt is the service of the user entering the mandatory training group name.

**NOTE:** Enter Miscellaneous after the service prompt if you want the MI Review group to apply across hospital services.

Enter 'MISCELLANEOUS' if you want to designate this  
MI Review Group to be assigned as hospital wide.

ANSWER WITH PAID COST CENTER/ORGANIZATION NAME  
DO YOU WANT THE ENTIRE 17-ENTRY PAID COST CENTER/ORGANIZATION LIST? **Y** (YES)  
CHOOSE FROM:

ADMINISTRATION  
AMBULATORY CARE  
CHAIPLAIN  
DIETETIC  
ENGINEERING  
EXTENDED CARE

.  
.  
.

SERVICE: NURSING SERVICE// **MISCELLANEOUS**

Select MANDATORY CLASSES: ?

ANSWER WITH M.I. PROGRAM/CLASS MANDATORY CLASSES

YOU MAY ENTER A NEW M.I. PROGRAM/CLASS, IF YOU WISH  
Enter program or class that is mandated by this group.  
Select only MI entries.

**Note:** Only mandatory inservice classes can be selected at this prompt. The class must be created before it can be associated with a review group.

From the following list, enter those classes you want to associate with the mandatory training group name, Hospital Group.

```
ANSWER WITH PRSE PROGRAM/CLASS PROGRAM/CLASS TITLE, OR
  TYPE OF EDUCATION
DO YOU WANT THE ENTIRE 341-ENTRY PRSE PROGRAM/CLASS LIST? Y (YES)
CHOOSE FROM:
  ACQUISITION TRAINING
  ADP SECURITY
  BIOETHICS
  BLOOD ADMINISTRATION
  BLOOD-BORNE PATHOGENS
  CONSCIOUS SEDATION
  CONTINUOUS QUALITY IMPROVEMENT
  FIRE AND SAFETY
  SEXUAL HARASSMENT
Select MANDATORY CLASSES: SEXUAL HARASSMENT
Select MANDATORY CLASSES: FIRE AND SAFETY

Select MANDATORY CLASSES: <RET>
```

The two classes, sexual harassment and fire and safety are now assigned to the Hospital mandatory training group.

```
Select MANDATORY TRAINING GROUP NAME: <RET>
```

### **Menu Access:**

The Creating Mandatory Training (MI) Groups option is accessed through the Package Set-up Menu in the Package Coordinator Menu Option.

## **Assign/Delete Training Groups for Staff/Services**

### **Description:**

This option allows the assigning of employees or services to one or more mandatory training (MI) groups and/or required classes. The relationship between employee and review group(s) is not automatically built when new employees are entered into the Paid Employee file (File #450) or when staff is assigned to a different service. The mandatory training/MI group and class data is stored in File #450.

### **Additional Information:**

The user has three approaches to assigning mandatory review groups and/or required classes to services and employees. After first creating the mandatory training (MI) groups, employees can then be assigned to or disassociated from review groups using the following paths. If all employees from more than one service are to be assigned, use the (M)ultiple Services - All Employees path. This would be the way to allocate Hospital Wide MI Groups to all employees. Use the (A)ll Employees For a Service choice to assign a MI Group to just one service. An example would be a group of classes on specific police subjects that is assigned to all Police and Security Service employees. If only some employees in a service are assigned to an MI group, use the (S)elected Service Employee path. The (S)elected Service Employee selection can also be used to add individual mandatory classes to individual employees. For instance if only two housekeeping aides are assigned to operate a special type of equipment requiring a yearly review of safety, this option would be used to add the class to only their PAID employee record. Employees cannot be assigned review groups which have no associated classes. Please note that unless an individual is assigned to a MI review group or associated with a required class, a deficiency report cannot be printed for the employee.

Any user who has been given this option can assign a review group to employees or services. Information on the employee's MI review groups and other required classes can be printed through the Employee Mandatory Training Group/Class report found in the Reports menu.

### **Menu Display:**

Select Package Coordinator Menu Option: 5 Package Set-up Menu

- 1 Class File Edit
- 2 Create Mandatory Training (MI) Groups
- 3 Assign/Delete Training Groups for Staff/Services
- 4 Accrediting Organization
- 5 Presentation Media
- 6 Presenter/Supplier
- 7 Service Reason



## Enter/Edit Tracking Parameter File

### Description:

This option allows the user to edit the PRSE Parameters file (#452.7). By using this option, the user can take the Education Tracking application off-line, allow new people to be entered into the New Person file (#200) automatically, or allow LAYGO into the PRSE Education Program/Class Supplier file (#452.2).

### Additional Information:

This option should be assigned to IRM staff who possess the VA FileMan access of "@". If the user does not have this level of access, only the Station Name field can be edited.

### Menu Display:

Select Education Tracking System Menu Option: 1 IRM Menu

- 1 Enter/Edit Tracking Parameter File
- 2 Purge Student Tracking File

### Screen Prints:

Select IRM Menu Option: 1 Enter/Edit Tracking Parameter File

NAME: ONE// (No Editing)

STATION NAME: PAIDORG// ??

This field should contain the station name or the desired default location for all locally presented training (e.g., VAMC ORG).

STATION NAME: PAIDORG// <RET>

PRSE OFFLINE/ON-LINE: ON-LINE// ??

this switch will allow the Education Tracking Application to be taken off-line without bringing the entire system down.

CHOOSE FROM:

- 1 OFF-LINE
- 0 ON-LINE

PRSE OFFLINE/ON-LINE: ON-LINE// <RET>

SUPPLIER/PRESENTER LAYGO: LAYGO ACCESS// ??

This field allows IRM to turn on/off laygo access to the Supplier/Presenter File in the Education Tracking Application.

Additional information on the Supplier/Presenter field can be found under each option explanation in Chapter 3.

CHOOSE FROM:

- 1 LAYGO ACCESS
- 0 NO LAYGO ACCESS

SUPPLIER/PRESENTER LAYGO: LAYGO ACCESS// <RET>

NEW PERSON FILE ACCESS: NO ACCESS TO NEW PERSON FILE

This/These group(s) will be assigned by a background Job.

Select one of the following:

A	(A)ll Employees For a Service
M	(M)ultiple Services - All Employees
S	(S)elected Service Employees

Example 2. Assigning hospital-wide mandatory or required review groups to all employees in all services:

This is an example of the process for assigning a hospital wide group to all services and all employees.

Select ASSIGNMENT OPTION: **M** (M)ultiple Services - All Employees

Select (M)ultiple Services - All Employees

The following is a display of all hospital services from which you can select (all employees in) all services, a single service or a group of selected services.

Select ASSIGNMENT OPTION: **M** (M)ultiple Services - All Employees

1. A & M MGT	2.AMBULATORY CARE
3. ANESTHESIOLOGY	4.AUDIOLOGY
5. BLIND REHAB	6.CHIEF OF STAFF
7. CHAPLAIN	8.DENTAL
9. DERMATOLOGY	10.DIALYSIS
11. DIETETICS	12.DOMICILIARY CARE
13. EDUCATION	14.ENGINEERING
15. ENVIRONMENTAL MGT.	16.FISCAL
17. GENERAL COUNSEL	18.GERIATRIC RESEARCH
19. IRM	20.ISC
21. LABORATORY	22.LIBRARY
23. MAS	24.MCCR
25. MEDICAL	26.MEDICAL MEDIA
27. MISCELLANEOUS	28.NATIONAL CEMETARY
29. NEUROLOGY	30.NUCLEAR MEDICINE
31. NURSING	32.NURSING HOME
33. NURSING SERVICE	34.OFFICE OF DIRECTOR
35. PERSONNEL	36.PHARMACY
37. PROSTHETICS	38.PSYCHIATRY
39. PSYCHOLOGY	40.QUALITY ASSURANCE

<<More>> This is the end of the 1st page of service listings. The second page is continued below.

Select SERVICE(S): **<RET>**

41. RADIATION THERAPY	42.RADIOLOGY
43. RD'S OFFICE	44.READJUSTMENT COUNSELING
45. RECREATION	46.REHABILITATION MEDICINE
47. RESEARCH	48.RMEC
49. SAFETY	50.SECURITY
51. SOCIAL WORK	52.SPINAL CORD INJURY
53. SURGERY	54.TRAINING/CONTINUING ED
55. VCS	56.VETERANS ASSISTANCE
57. VOLUNTARY	58.ALL

Select SERVICE(S): 1-57 All services were selected. The user could have selected 58 to assign all services.

Select one of the following:

A (A)dd Group(s)  
D (D)eleate Group(s)

Select ACTION: A (A)dd Group(s)

DATE ASSIGNED: TODAY// <RET> This is the date that the review groups are assigned to employees and appears only when groups or classes are added, not deleted, to the File #450 records. The date information is used by the deficiency reports.

1. HOSPITAL GROUP

Select TRAINING Group(s) to be assigned: 1

This/These group(s) will be assigned by a background Job

**Example 3. Adding and deleting mandatory or required review groups and individual required classes to an employee(s) within a service:**

Select one of the following:

A (A)ll Employees For a Service  
M (M)ultiple Services - All Employees  
S (S)elected Service Employees

Select ASSIGNMENT OPTION: S (S)elected Service Employees

Select one of the following:

A (A)dd Group(s)  
D (D)eleate Group(s)  
E (E)nter/Edit Class(es)

**Example 3a. Associating mandatory review groups with an individual employee:**

Select ACTION: A (A)dd Group(s)

Select Service: NURSING// <RET> The default is the value of the service associated with the user entering this option. You may change the name to reflect the appropriate service you wish to assign to review groups (if you hold the appropriate key).

DATE ASSIGNED: TODAY// <RET> This is the date that the review groups are assigned to employees and appears only when groups or classes are added, not deleted, to the File #450 records. The date information is used by the deficiency reports.

1. CRITICAL CARE

2. HOSPITAL GROUP

- 3. LPNS
- 5. NURSING COORDINATORS
- 7. NURSE PRACTITIONERS
- 9. QUALITY MANAGEMENT
- 11. RN DIALYSIS
- 4. NURSING ASSISTANT
- 6. NURSE MANAGERS
- 8. OPERATING ROOM
- 10. RN

Select TRAINING Group(s) to be assigned: 6

The review group Nurse Managers is now going to be assigned to 2 individuals.

Select EMPLOYEE: PAIDEMPLOYEE15,TEN 000-00-0150  
 Select Another Employee: PAIDEMPLOYEE15,ONE 000-00-0151  
 Select Another Employee: <RET>

The editing of this information is done in real time and is not tasked as the previous selections.

If the review group has already been assigned, you will see the following display:

LONG,BABS has already been assigned the Nurse Managers group!

Select one of the following:

- A (A)ll Employees For a Service
- M (M)ultiple Services - All Employees
- S (S)electd Service Employees

**Example 3b. Disassociating review groups with an individual employee:**

Select ASSIGNMENT OPTION: S (S)electd Service Employees

Select ACTION: D (D)elele Group(s)

Select Service: NURSING// <RET> The default is the value of the service associated with the user entering this option. You may change the name to reflect the appropriate service you wish to assign to review groups (if you hold the appropriate key).

- 1. CRITICAL CARE
- 3. LPNS
- 5. NURSING COORDINATORS
- 7. NURSE PRACTITIONERS
- 9. QUALITY MANAGEMENT
- 11. RN DIALYSIS
- 2. HOSPITAL GROUP
- 4. NURSING ASSISTANT
- 6. NURSE MANAGERS
- 8. OPERATING ROOM
- 10. RN

Select TRAINING Group(s) to be deleted: 6

The review group Nurse Managers is now going to be deleted for 2 individuals.

Select EMPLOYEE: PAIDEMPLOYEE15,TEN 000-00-0150  
 Select Another Employee: PAIDEMPLOYEE15,ONE 000-00-0151  
 Select Another Employee: <RET>

The editing of this information is done in real time and is not tasked as the previous selections in Example 1 and 2.

Select one of the following:

A	(A)dd Group(s)
D	(D)elete Group(s)
E	(E)nter/Edit Class(es)

**Example 3c. Assigning individual classes to an individual employee(s):**

This path allows the user to enter/edit classes (not review groups) and associate them with an individual employee. If the class is a part of a review group assigned to the employee, the class cannot be deleted and a warning message displays indicating that the class cannot be deleted. Only independent classes not associated with review groups and assigned to an employee can be deleted.

Select ACTION: **E** (E)nter/Edit Class(es)

Select SERVICE: ISC// <RET> This default is the value of the service associated with the user entering this option. You may enter another service associated with the employees, and if you have the appropriate level of access.

Select EMPLOYEE: PAIDEMPLOYEE15,TEN 000-00-0150

Select Another Employee: <RET>

LONG,BABS The name of the record the user is editing is displayed before the actual editing begins.

Select MANDATORY CLASS: FIRE AND SAFETY// Entering a question mark first lists all classes assigned to the employee; second listing displays those additional classes you can assign. Enter the class you wish to link with this employee.

Select MANDATORY CLASS: FIRE AND SAFETY// **DEC DCL BASICS**  
...OK? YES// <RET> (YES)

DATE ASSIGNED: TODAY// <RET> This is the date that the review groups are assigned to employees and appears only when groups or classes are added, not deleted, to the File #450 records. The date information is used by the deficiency reports.

The class is added to the PAID Employee file (#450).

**Example 3d. Deassigning individual classes associated with an employee(s):**

Select SERVICE: ISC// <RET> This default is the value of the service associated with the user entering this option. You may enter another service, if you have the appropriate level of access.

Select EMPLOYEE: **PAIDEMPLOYEE15,TEN** 000-00-0150

Select Another Employee: <RET>  
PAIDEMPLOYEE15,TEN  
Select MANDATORY CLSS: FIRE AND SAFETY// <RET>  
MANDATORY CLASS: FIRE AND SAFETY// @  
SURE YOU WANT TO DELETE THE ENTIRE MANDATORY CLASS? Y (YES)  
Select MANDATORY CLASS: <RET>

Select one of the following:

A (A)ll Employees For a Service  
M (M)ultiple Services - All Employees  
S (S)elected Service Employees

If the FIRE AND SAFETY class belonged to a review group associated with the employee, the following display would have appeared.

Select MANDATORY CLASS: FIRE AND SAFETY// <RET>  
MANDATORY CLASS: FIRE AND SAFETY// @  
This class belongs to a mandatory review group and may not be deleted??  
MANDATORY CLASS: FIRE AND SAFETY// <RET>  
Select MANDATORY CLASS: <RET>

Select one of the following:

A (A)ll Employees For a Service  
M (M)ultiple Services - All Employees  
S (S)elected Service Employees

### **Menu Access:**

The Assign/Delete Training Groups for Staff/Services is accessed through the Package Set-up Menu in the Package Coordinator Menu Option.

## Accrediting Organization

### Description:

This option allows the user to enter and edit information in the PRSE Class Accreditation Organizations (#452.9) file on accrediting organizations. Data stored in this file is demographic (e.g., organization name, address, and phone number).

### Additional Information:

Information on national accrediting boards has been pre-loaded into this file. When this file is updated in new versions of the application, a notice will be placed in the release notes so that the new data may be added during the application's installation with the application coordinator's approval.

### Menu Display:

Select Package Coordinator Menu Option: 5 Package Set-up Menu

- 1 Class File Edit
- 2 Create Mandatory Training (MI) Groups
- 3 Assign/Delete Training Groups for Staff/Services
- 4 Accrediting Organization
- 5 Presentation Media
- 6 Presenter/Supplier
- 7 Service Reason

### Screen Prints:

Select Package Set-up Menu Option: 4 Accrediting Organization

Select ACCREDITING ORGANIZATION: ?

This field contains the name of the organization accrediting the program. The data in this file was preloaded with representative information from national organizations which are known for accrediting programs. Regional and local accrediting agencies should be added to this file.

```
ANSWER WITH PRSE EDUCATION ACCREDITATION
ORGANIZATIONS ACCREDITATION BOARD
DO YOU WANT THE ENTIRE 60-ENTRY PRSE EDUCATION ACCREDITATION
ORGANIZATIONS LIST? Y
(YES)
CHOOSE
FROM:
AMER ASSN FOR OTOLARYNGOLOGY-HEAD & NECK
SURGERY AMER BOARD OF COLON/RECTAL SURGEONS
AMER BOARD OF EMERGENCY
MEDICINE AMER BOARD OF
NEUROLOGICAL SURGERY AMER BOARD
OF OPHTHALMOLOGY
```

AMER BOARD OF RADIOLOGY, INC  
 AMER BOARD OF THORACIC SURGERY  
 AMER COLLEGE OF RADIOLOGY  
 AMER COLLEGE OF SURGEONS  
 AMER DENTAL ASSOCIATION  
 AMER ORGANIZATION NURSE EXECUTIVES  
 AMERICAN ACADEMY OF DERMATOLOGY  
 AMERICAN ACADEMY OF MEDICAL ADMINISTRATORS  
 AMERICAN ACADEMY OF NEUROLOGY  
 AMERICAN ACADEMY OF OPHTHAMOLOGY  
 AMERICAN ACADEMY OF ORTHOPEDIC SURGEONS  
 AMERICAN ACADEMY OF PEDIATRICS  
 AMERICAN ACADEMY OF PHYSICIAN ASSISTANTS  
 AMERICAN ASSOC OF BLOOD BANKS  
 AMERICAN ASSOC OF CRITICAL CARE NURSES  
 AMERICAN ASSOC OF HEALTH CARE CONSULTANTS  
 AMERICAN ASSOC OF HOMES FOR THE AGING  
 AMERICAN ASSOC OF NURSE ANESTHETISTS  
 AMERICAN ASSOC OF NUTRITIONAL CONSULTANTS  
 AMERICAN ASSOC OF OCCUPATIONAL HEALTH NURSES  
 AMERICAN ASSOC OF ORAL/MAXILLOFACIAL SURGEONS  
 AMERICAN ASSOC OF PASTORAL COUNSELORS  
 AMERICAN ASSOCIATION FOR REHABILITATION THERAPY  
 AMERICAN ASSOCIATION FOR RESPIRATORY CARE  
 AMERICAN BLOOD COMMISSION  
 AMERICAN BOARD OF ANESTHESIOLOGY  
 AMERICAN BOARD OF DERMATOLOGY  
 AMERICAN BOARD OF FAMILY PRACTICE  
 AMERICAN BOARD OF INTERNAL MEDICINE  
 AMERICAN BOARD OF MEDICAL SPECIALTIES  
 AMERICAN BOARD OF NUCLEAR MEDICINE  
 AMERICAN DENTAL ASSOCIATION  
 AMERICAN DIABETES ASSOC  
 AMERICAN HEART ASSOC  
 AMERICAN HOSPITAL ASSOC  
 AMERICAN LUNG ASSOC  
 AMERICAN MEDICAL ASSOCIATION  
 AMERICAN MEDICAL TECHNOLOGISTS  
 AMERICAN NURSES ASSOCIATION  
 AMERICAN ORTHOPEDIC ASSOC  
 AMERICAN PHARMACEUTICAL ASSOC  
 AMERICAN PHYSICAL THERAPY ASSOC  
 AMERICAN PSYCHIATRIC ASSOC  
 AMERICAN PSYCHOANALYTIC ASSOC  
 AMERICAN PSYCHOLOGICAL ASSOC  
 AMERICAN RED CROSS  
 AMERICAN SOCIETY OF ANESTHESIOLOGISTS  
 AMERICAN SOCIETY OF CLINICAL PATHOLOGISTS  
 AMERICAN SOCIETY OF COLON/RECTAL SURGEONS  
 AMERICAN SOCIETY OF HOSPITAL PHARMACISTS  
 ASSOCIATION FOR PRACTITIONERS IN INFECTION CONTROL  
 INTRAVENOUS NURSES SOCIETY  
 JCAHO  
 NAACOG  
 NATIONAL LEAGUE FOR NURSING

YOU MAY ENTER A NEW PRSE EDUCATION ACCREDITATION ORGANIZATIONS, IF YOU WISH



Answer must be 3-50 characters in length

This is an example of a local accrediting body entry.

Select ACCREDITING ORGANIZATION: **PAIDEDORG,ONE**  
ARE YOU ADDING 'PAIDEDORG,ONE' AS  
A NEW PRSE EDUCATION ACCREDITATION ORGANIZATIONS (THE 61TH)? **Y** (YES)  
ACCREDITATION BOARD: PAIDEDORG,ONE Replace **<RET>**  
ADDRESS: ?

Answer must be 3-30 characters in length

Enter the address of the accrediting board (3-30 chars).

ADDRESS: **1234 WABASH**

ADDRESS2: ?

Answer must be 3-30 characters in length.

This field contains the second address for the accrediting organization.

ADDRESS2: **<RET>**

CITY: ?

Answer must be 3-20 characters in length

Enter the name of the city where the accreditation board is located.

CITY: **ANYCITY**

STATE: ?

ANSWER WITH STATE NUMBER, OR NAME, OR ABBREVIATION

DO YOU WANT THE ENTIRE 62-ENTRY STATE LIST? **N** (NO)

STATE: **ANYSTATE**

ZIP CODE: ?

Answer must be 5-11 characters in length

This field contains the zip code of the accreditation board.

ZIP CODE: **66666**

TELEPHONE: ?

Answer must be 4-15 characters in length

Enter the telephone number of the accrediting board.

TELEPHONE: **555-1234**

Select ACCREDITING ORGANIZATION: **<RET>**

### **Menu Access:**

The Accrediting Organization option can be accessed through the Package Set-up Menu in the Package Coordinator Menu option.

## Presentation Media

### Description:

This option allows the user to enter or edit types of class media formats stored in the PRSE Education Presentation Media file (#452.5).

### Additional Information:

Class information on the media formats used in presenting course material for expanded mandatory training, continuing education programs, miscellaneous classes, and ward/unit-location training is tracked in this application. Although the information is not contained in any reports in PAID V. 3.5, the alpha and beta test sites requested that this information be tracked for site specific VA FileMan reports and for reports contained in future versions of the software.

### Menu Display:

Select Package Coordinator Menu Option: 5 Package Set-up Menu

- 1 Class File Edit
- 2 Create Mandatory Training (MI) Groups
- 3 Assign/Delete Training Groups for Staff/Services
- 4 Accrediting Organization
- 5 Presentation Media
- 6 Presenter/Supplier
- 7 Service Reason

### Screen Prints:

Select Package Set-up Menu Option: 5 Presentation Media

Select PRESENTATION MEDIA: ?

ANSWER WITH PRSE EDUCATION PRESENTATION MEDIA MEDIA SOURCE

DO YOU WANT THE ENTIRE 20-ENTRY PRSE EDUCATION PRESENTATION MEDIA LIST? Y

(YES)

CHOOSE FROM:

COMPUTER

DEMO/LECTURE

FILM

HANDOUTS/DISCUSSION

REFERENCE BOOKS

WRITTEN MATERIALS

YOU MAY ENTER A NEW PRSE EDUCATION PRESENTATION MEDIA, IF YOU WISH

Answer must be 3-20 characters in length

This field contains the method of media presentation, e.g., video, class room.

Select PRESENTATION MEDIA: **EDUCATION BOOK**

ARE YOU ADDING 'EDUCATION BOOK' AS  
A NEW PRSE EDUCATION PRESENTATION MEDIA (THE 21ST)? **Y** (YES)  
MEDIA SOURCE: EDUCATION BOOK// **?**  
Answer must be 3-20 characters in length  
MEDIA SOURCE: EDUCATION BOOK// **<RET>**

Select PRESENTATION MEDIA: **<RET>**

### **Menu Access:**

The Presentation Media option is accessed through the Package Set-up Menu in the Package Coordinator Menu Option.

## Presenter Supplier

### Description:

This option allows the user to enter/edit class presenter/supplier information which is stored in the PRSE Education Program/Class Supplier file (#452.2).

### Additional Information:

The information listed in this file is associated with class/program records created by the options found under the Enter/Edit Class Information menu. Class presenter/supplier data can be found printed on the Individual Training and the Service Training Reports. Information on presenters who are not Department of Veterans Affairs (DVA) employees or training vendors is required on certain DVA training forms (excluding OLDE). Refer to the chapter on Enter Edit Class Information for form names.

### Menu Display:

Select Package Coordinator Menu Option: 5 Package Set-up Menu

- 1 Class File Edit
- 2 Create Mandatory Training (MI) Groups
- 3 Assign/Delete Training Groups for Staff/Services
- 4 Accrediting Organization
- 5 Presentation Media
- 6 Presenter/Supplier
- 7 Service Reason

### Screen Prints:

Select Package Set-up Menu Option: 6 Presenter/Supplier

Select PRESENTER/SUPPLIER: ?

ANSWER WITH PRSE EDUCATION PROGRAM/CLASS SUPPLIER PRESENTER/SUPPLIER

DO YOU WANT THE ENTIRE 71-ENTRY PRSE EDUCATION PROGRAM/CLASS SUPPLIER LIST? Y  
(YES)

CHOOSE FROM:

ACNS ED  
ACOS/EDUCATION  
AHA  
AMCE EDUCATIONAL TRAINING  
AUSTIN AUTOMATION CENTER  
BAXTER'S MEDICAL SUPPLIES  
DAWSON'S EDUCATIONAL PROGRAMS  
DEBBIE'S EDUCATIONAL MATERIALS  
DIETETIC SERVICE  
'^' TO STOP: ^

YOU MAY ENTER A NEW PRSE EDUCATION PROGRAM/CLASS SUPPLIER, IF YOU WISH  
Answer must be 3-30 characters in length

Enter the name of the vendor or supplier of this program (class).

**This is an example of adding a new supplier to the database.**

Select PRESENTER/SUPPLIER: **PAIDEDORG,TWO**

ARE YOU ADDING 'PAIDEDORG,TWO' AS

A NEW PRSE EDUCATION PROGRAM/CLASS SUPPLIER (THE 72ND)? **Y** (YES)

PRESENTER/SUPPLIER: PAIDEDORG,TWO// ?

Answer must be 3-30 characters in length

Enter the name of the vendor or supplier of this program (class).

PRESENTER/SUPPLIER: PAIDEDORG,TWO// **<RET>**

ADDRESS: ?

Answer must be 3-30 characters in length

Enter the address of the person or vendor presenting the program.

ADDRESS: **134 WATER ST**

ADDRESS2: ?

Answer must be 3-30 characters in length.

ADDRESS2: **SUITE 417**

CITY: ?

Answer must be 3-20 characters in length

Enter the name of the city where the supplier/vendor is located.

CITY: **THECITY**

STATE: ?

ANSWER WITH STATE NUMBER, OR NAME, OR ABBREVIATION

DO YOU WANT THE ENTIRE 63-ENTRY STATE LIST? **N** (NO)

STATE: **THESTATE**

ZIP CODE: ?

Answer must be 5-11 characters in length

ZIP CODE: **60503**

TELEPHONE: ?

Answer must be 4-15 characters in length

Enter the supplier/vendor's telephone number.

TELEPHONE: **555-4444**

Select PRESENTER/SUPPLIER: **<RET>**

### **Menu Access:**

The Presenter Supplier option is accessed through the Package Set-up Menu in the Package Coordinator Menu Option.

## Service Reason

### Description:

This option allows the user to enter or edit a service reason for each of the classes found in the PRSE Student Education Tracking file (#452). Data describing service reasons are stored in the PRSE Svc Reasons For Training file (#452.6).

### Additional Information:

The purpose of entering service reasons for a class is to document one or more reasons for the service's sponsorship of the class. Two other related fields, purpose of class and class category, track information on VA Central Office required information associated with the class. Only one purpose of class or class category can be associated with a program. Since the service might use different terminology and multiple terms for describing the purpose for the class, the test sites requested that a service purpose field be included in the software. This field is found when editing brief mandatory training, expanded mandatory training, continuing education programs, miscellaneous classes, and ward/unit-location training.

### Menu Display:

Select Package Coordinator Menu Option: 5 Package Set-up Menu

- 1 Class File Edit
- 2 Create Mandatory Training (MI) Groups
- 3 Assign/Delete Training Groups for Staff/Services
- 4 Accrediting Organization
- 5 Presentation Media
- 6 Presenter/Supplier
- 7 Service Reason

### Screen Prints:

Select Package Set-up Menu Option: 7 Service Reason

Select SERVICE REASON: ?

ANSWER WITH PRSE SVC REASONS FOR TRAINING

DO YOU WANT THE ENTIRE 49-ENTRY PRSE SVC REASONS FOR TRAINING LIST? Y (YES)

CHOOSE FROM:

ANNUAL REVIEW

CREDENTIALING

ENHANCE SKILLS

IMPROVE PRESENT PERFORMANCE

MANDATORY SAFETY

'^' TO STOP: ^

YOU MAY ENTER A NEW PRSE SVC REASONS FOR TRAINING, IF YOU WISH

Answer must be 2-72 characters in length

You may enter a reason for giving this class.

```
Select SERVICE REASON: DEVELOP NEW TECHNIQUES
  ARE YOU ADDING 'DEVELOP NEW TECHNIQUES' AS
    A NEW PRSE SVC REASONS FOR TRAINING (THE 50TH)? Y (YES)
REASON FOR EMPLOYEE TRAINING: DEVELOP NEW TECHNIQUES Replace ?
  Answer must be 2-72 characters in length
```

```
SVC REASON: DEVELOP NEW TECHNIQUES Replace <RET>
```

```
Select SERVICE REASON: <RET>
```

### **Menu Access:**

The Service Reason option is accessed through the Package Set-up Menu of the Package Coordinator Menu option.

# Chapter 3: Enter Edit Class Information

## Description:

This chapter explains the options which create different types of classes and programs (e.g., mandatory training, local continuing education programs, miscellaneous classes and ward/unit-location inservices). These classes are used by the registration, attendance, and report options. Entries are stored in the PRSE Program/Class file (#452.1) and the PRSE Education Registration file (#452.8).

## Additional Information:

Before a new hospital-wide class/program is entered in the application, a specific service must be designated to coordinate the package. When the initial class record is created for a hospital-wide class, a sponsoring service is identified. Only a user with the PRSE CORD key or a user holding the PRSE SUP key for the sponsoring service can add or change class dates for the hospital-wide class. Any user having the Enter/Edit Class Attendance option can enter attendance for a hospital-wide class. Hospital-wide classes by definition are open classes and can be associated with any class type (mandatory inservices, continuing education, etc.).

Continuing education classes which are not directly sponsored by the medical facility, are considered non-local continuing education classes. Program information for these classes is entered in the software through the option, Create Non-Local CE and Enter Attendance.

The Education Tracking module captures required information which is used to complete Standard Form 182 and VA Form 5-4691. The form information listed below summarizes the data which is tracked within this software. To assist you in identifying the form requiring the information, the form number has been printed after the colon.

start date (time not required): 182  
ending date (time not required): 182, 5-4691  
class hours on-duty: 182, 5-4691  
class hours off-duty: 182, 5-4691  
government or non-government funded: 182, 5-4691  
sponsoring service: 182, 5-4691  
presenter/supplier: 182  
program/class category: 182, 5-4691

The following is a complete non-editable list of program categories exported in the software:

ADJUDICATION (Spe/Tec)	5C	
ADVANCED SUPERVISORY TRAINING (Sup.)	2A	
ARITHMETIC (Basic Ed.)	92	
BASIC TRAINING IN FEDERAL LABOR-MGMT. REL. (Adm.)		46
BASIC TRAINING IN FEDERAL LABOR-MGMT. REL. (Exec.)		16
BASIC TRAINING IN FEDERAL LABOR-MGMT. REL. (Sup.)		23



BOILER OR AIR COND. OPERATION (Trade/Craft)		77
BRAILLE (Basic Ed.)	94	
CARPENTRY (Trade/Craft)	74	
COMPLETES 40-HOUR REQUIREMENT (Sup.)		27
COMPLETES 80-HOUR REQUIREMENT (Sup.)		29
COMPUTER OPERATING (Clerical)	66	
COMPUTER PROGRAMMING (Spec.)	57	
CONTRACT ADMINISTRATION (Adm.)	48	
CONTRACT ADMINISTRATION (Exec.)	18	
CONTRACT ADMINISTRATION (Sup.)	25	
CONTRACT NEGOTIATIONS (Adm.)	47	
CONTRACT NEGOTIATIONS (Exec.)	17	
CONTRACT NEGOTIATIONS (Sup.)	24	
CPR TRAINING (Spec/Tec)	5F	
DISABL.VET./HANDICAPPED/VIETNAM ERA EMPLOY. (Sup.)		22
EEO COUNSELING SKILLS (Adm.)	45	
EEO TRAINING FOR SUPERVISORS (Sup.)		21
ELECTRICAL (Trade/Craft)	70	
EMPLOYEE ASSISTANCE PROGRAM (Spe/Tec)		5H
ENERGY CONSERVATION (Spe/Tec)	5K	
ENGINEERING	3B	
EXECUTIVE SEMINARS CENTERS (Exec.)		1A
FEDERAL EXECUTIVE INSTITUTE (Exec.)		19
FILING (Clerical)	67	
FINANCE (Adm.)	49	
GEN'L ORIENTATION TO GOV. OR VA (Trade/Craft)		80
GRAMMAR (Basic Ed.)	91	
INTERAGENCY - OTHER (Exec.)	1B	
INTERAGENCY INST. FOR FEDERAL HEALTH CARE (Exec.)		13
KEY PUNCH OPERATOR (Clerical)	65	
LEGAL	33	
LETTER WRITING (Adm.)	4E	
LIPREADING AND SIGN LANGUAGE (Basic Ed.)		93
LOAN GUARANTY (Spe/Tec)	5D	
MED. ADMIN. SERVICE NATL. TRAINING PROG. (Adm.)		4D
MEDICAL - DENTISTS	35	
MEDICAL - DIETITIANS	38	
MEDICAL - NURSES	36	
MEDICAL - OTHER PROF. ALLIED HEALTH FIELDS		39
MEDICAL - PHYSICIANS	34	
MEDICAL - SOCIAL WORKERS	37	
MEDICAL EQUIP. MAINT. AND REPAIR (Trade/Craft)		71
MEDICAL SUPPORT - FOOD SERVICE WORKER (Spe/Tec)		5A
MEDICAL SUPPORT - NURSING ASSISTANT (Spe/Tec)		58
MEDICAL SUPPORT - OTHER (Spe/Tec)	5B	
MEDICAL SUPPORT - SOCIAL WORK ASSISTANT (Spe/Tec)		59
NON-GOVERNMENT EXECPT 1C, 1D, 1E (Exec.)		1F
NON-MEDICAL EQUIP. MAINT./REPAIR (Trade/Craft)		72
OTHER (Adm.)	4F	
OTHER (Basic Ed.)	95	
OTHER (Clerical)	69	
OTHER (Spe/Tec)	5M	
OTHER (Trade/Craft)	78	
PAINTING (Trade/Craft)	73	
PERSONNEL (Adm.)	42	
PLANNING (Adm.)	4C	
PLUMBING AND PIPEFITTING (Trade/Craft)		76
POLICE SCIENCE (Spec.)	50	

POLICY AND LEGISLATION SEMINAR (Exec.)	12	
POLICY, PROGRAM AND MANAGEMENT ANALYSIS (Adm.)		4B
PUBLIC OR BUSINESS ADMINISTRATION (Adm.)	41	
REMEDIAL READING (Basic Ed.)	90	
RESPONSIVENESS TRAINING (Spe/Tec)	5L	
SAFETY AND FIRE PROTECTION (Spe/Tec)	5J	
SCIENTIFIC	3A	
SECRETARIAL (Clerical)	62	
SELF-ASSESSMENT AND PLANNING (Exec.)	11	
SHORTHAND (Clerical)	64	
SMOKING CESSATION PROGRAM (Spe/Tec)	5G	
SUP. TRAINING, EXEMPT FROM 40/80 HR REQ. (Sup.)		2B
SUPPLY AND PROCUREMENT (Spec.)	56	
SYSTEMS ANALYSIS (Adm.)	4A	
TELEPHONE TECHNIQUES (Clerical)	68	
THE BROOKINGS INSTITUTION (Exec.)	1E	
TRAIN./NEW EEO,WOMEN'S PROG/SPAN.SPEAK CORD. (Adm)		44
TRAINING (Adm.)	43	
TRAINING OTHER THAN 21-25 TOWARD 40-HR REQ. (Sup.)		26
TRAINING OTHER THAN 21-25 TOWARD 80-HR REQ. (Sup.)		28
TYPING (Clerical)	63	
UNIVERSITY OR COLLEGE - OTHER (Exec.)	1D	
UNIVERSITY-BASED MID-MANAGEMENT (Exec.)	1C	
VA HEALTH CARE ADMINISTRATOR'S FORUM (Exec.)		14
VA-OTHER (Exec.)	15	
VETERANS BENEFITS COUNSELING (Spe/Tec)	5E	
WELDING (Trade/Craft)	75	

purpose of class: 182, 5-4691

The following is a complete non-editable list of class purposes exported in the software:

ADULT BASIC EDUCATION	9	
DEVELOP NEW SKILLS	6	
EMPLOYEE FINANCED	10	
IMPROVE PRESENT PERFORMANCE	4	
MEET FUTURE STAFFING NEEDS	5	
MISSION OR PROGRAM CHANGE	1	
NEW TECHNOLOGY	2	
NEW WORK ASSIGNMENT	3	
ORIENTATION	8	
TRADE OR CRAFT APPRENTICESHIP	7	

routine/non-routine: 5-4691

## Program Category Field

The Program Category field provides information that will be used to enter required codes into the PAID system to record training information in the employee's personnel record. The program categories are grouped into broad sections that should make it easier to choose the most appropriate. The following explanations should be used to determine the correct selection:

## Executive and Management

Education or training in the concepts, principles and theories of such subject matter as public policy formulation and implementation, management principles and practices, quantitative approaches to management, or management planning, organizing and controlling.

Code	Program Category
11	Self-Assessment and Planning Course
12	Policy and Legislation Seminar
13	Interagency Institute for Federal Health Care Executives
14	VA Health Care Secretary's Forum
15	VA - Other
16	Basic Training in Federal Labor-Management Relations
17	Contract Negotiations - Labor-Management Relations
18	Contract Administration - Labor-Management Relations
19	Federal Executive Institute
1A	Executive Seminar Centers
1B	Interagency - Other
1C	University based Mid-Management Courses
1D	University or College Course - Other
1E	The Brookings Institute
1F	Non-Government: Other than 1C, 1D and 1E

## Supervisory

Education or training in supervisory principles and techniques in such subjects as personnel policies and practices (including EEO, merit promotion and labor relations), human behavior and motivation, communication processes in supervision, work planning, scheduling and review and performance evaluation.

Code	Program Category
2A	Advanced Supervisory Training beyond initial basic training
2B	Supervisory Training for employees for whom basic training is not required

## Legal, Medical, Scientific or Engineering

Education or training in the concepts, principles, theories or techniques of such disciplines as law; medicine; the physical, biological, natural, social, or behavioral sciences; education; economics; mathematics and statistics; architecture; or engineering. Medicine applies to professional training in the field of medicine, nursing, dentistry and the allied health fields which are professional in nature, such as hematology and social work.

Code      Program Category

33	Legal
34	Physician
35	Dentist
36	Nurses
37	Social Workers
38	Dietitians
39	Other Professional Allied Health Fields
3A	Scientific
3B	Engineering

Administrative and Analysis

Education or training in the concepts, principles and theories of such fields as public or business administration; personnel; training; equal employment opportunity; finance systems analysis; policy, program or management analysis; or planning.

Code      Program Category

41	Public or Business Administration
42	Personnel
43	Training
44	Training provided to new EEO, Federal Women's Program and Hispanic Employment Program Managers
45	Training to develop counseling skills and techniques necessary to resolve discrimination complaints informally and to understand the complaints procedure
46	Basic Training in Federal Labor Relation
47	Contract Negotiations in Federal Labor Relations
48	Contract Administration in Federal Labor Relations
49	Finance
4A	Systems Analysis
4B	Policy, Program or Management Analysis
4C	Planning
4D	Medical Administration National Training Program
4E	Letter Writing
4F	Other

Specialty and Technical

Training of a specialized or technical nature in the methods and techniques of such fields as police science; supply and procurement; computer programming; or medical, legal, or scientific support work. Medical support applies to training in allied health fields which are not professional in nature, e.g., nursing assistant and social work assistant.

Code      Program Category

50	Police Science
----	----------------

56	Supply and Procurement
57	Computer Programming
58	Nursing Assistant
59	Social Work Assistant
5A	Food Service Worker
5B	Medical Support - Other
5C	Adjudication
5D	Loan Guaranty
5E	Veterans Benefits Counseling
5F	Cardiopulmonary Resuscitation (CPR) Training
5G	Smoking Cessation Program
5H	Employee Assistance Program
5J	Safety and Fire Protection
5K	Energy Conservation
5L	Responsiveness Training - Training on how to deal better with veterans, their families and dependents by being more sensitive to the feelings involved.
5M	Other

### Clerical

Training in clerical skills.

Code	Program Category
62	Secretarial
63	Typing
64	Shorthand
65	Keypunch Operation
66	Computer Operating
67	Filing
68	Telephone Techniques
69	Other

### Trade or Craft

Training in the knowledge and skills of the following trades or crafts.

Code	Program Category
70	Electrical
71	Medical Equipment Repair and Maintenance
72	Maintenance and Repair (Other than Medical Equipment)
73	Painting
74	Carpentry
75	Welding
76	Plumbing - Pipefitting
77	Boiler - Air Conditioning Operation
78	Other

## Orientation

Training of a general nature to provide an understanding of the organization and missions of the Federal Government and the VA or a broad overview and understanding of matters of public policy such as the policies relating to equal employment opportunity.

Code	Program Category
80	Orientation

## Adult Basic Education

Education or training to provide basic competence in the following:

Code	Program Category
90	Remedial Reading
91	Grammar
92	Arithmetic
93	Lip Reading and Sign Language
94	Braille
95	Other

Refer to Chapter 6 for information on the reports generated from the data entered through the options in this chapter after class attendance is taken.

### Menu Display:

Select Package Coordinator Menu Option: 1 Enter/Edit Class Information

- 1 Enter/Edit Mandatory Training (MI/Brief)
- 2 Enter/Edit Mandatory Training (MI/Expanded)
- 3 Enter/Edit Local Continuing Education
- 4 Enter/Edit Other/Miscellaneous Training
- 5 Enter/Edit Ward/Unit-Location Training

### Menu Access:

The Enter/Edit Class Information menu is accessed through the Package Coordinator Menu and the Education Tracking Instructor Menu.

## Enter/Edit Mandatory Training (MI/Brief)

### Description:

This option allows the user to enter and edit a mandatory training class record which does not contain information required for OLDE reporting requirements. Class information is stored in the PRSE Program/Class file (#452.1) and the PRSE Education Registration file (#452.8).

### Additional Information:

This option is used to capture basic information on mandatory or required inservices which is not going to be entered into OLDE. The OLDE prompts, program category and purpose, are not displayed through this option. The user should not add additional class dates through the Enter/Edit Mandatory Training (MI/Brief) option after the required OLDE class information has been entered (into the class record) through the Enter/Edit Mandatory Training (MI/Expanded) option. The Enter/Edit Mandatory Training (MI/Brief) option does not store the OLDE information in the PRSE Education Registration file when class data is updated through this option.

A user should not enter attendance through the Quick Mandatory Training (MI) Update option when a class is established through this option. Attendance should be credited through the Enter/Edit Class Attendance option.

### Menu Display:

Select Package Coordinator Menu Option: 1 Enter/Edit Class Information

- 1 Enter/Edit Mandatory Training (MI/Brief)
- 2 Enter/Edit Mandatory Training (MI/Expanded)
- 3 Enter/Edit Local Continuing Education
- 4 Enter/Edit Other/Miscellaneous Training
- 5 Enter/Edit Ward/Unit-Location Training

### Screen Prints:

Select Enter/Edit Class Information Option: 1 Enter/Edit Mandatory Training (MI/Brief)

Select CLASS NAME: ??

CHOOSE FROM:

120-93-001-SANITATION	NURSING SERVICE
ACQUISITION TRAINING	NURSING SERVICE
ADMIN DUTIES	NURSING SERVICE
ADP SECURITY	NURSING SERVICE
ADVANCED LIFE SUPPORT	NURSING SERVICE
ADVANCED MUMPS	INFORMATION SYSTEMS CENTER
BASIC LIFE SUPPORT	NURSING SERVICE

EXPOSURE TO BLOOD PATHOGEN      NURSING SERVICE  
FIRE SAFETY      INFORMATION SYSTEMS CENTER

'^' TO STOP: ^

YOU MAY ENTER A NEW PRSE PROGRAM/CLASS, IF YOU WISH

Answer must be 2-53 characters in length

Select CLASS NAME: **CARDIOPULMONARY RESUSCITATION**

ARE YOU ADDING 'CARDIOPULMONARY RESUSCITATION' AS A NEW PRSE PROGRAM/CLASS?

**Y** (YES)

PRSE PROGRAM/CLASS REQUIRED FREQUENCY: 1Y// ??

This field indicates the mandatory frequency or interval for attending the class.

CHOOSE FROM:

1M	MONTHLY
3M	QUARTERLY
6M	TWICE YEARLY
1Y	ONCE YEARLY
2Y	EVERY TWO YEARS
3Y	EVERY THREE YEARS
1T	ONE TIME ONLY

PRSE PROGRAM/CLASS REQUIRED FREQUENCY: 1Y// <RET> ONCE YEARLY

PRSE PROGRAM/CLASS LENGTH HRS: ??

The number of hours is entered as a number between 0 and 9999.99 and up to 2 decimal digits.

This field indicates the class duration in hours reported to Austin.

PRSE PROGRAM/CLASS LENGTH HRS: 4

OBJECTIVE(S):

This field is used to define the Program/Class objectives.

1>**LEARN BASICS OF CPR.**

2><RET>

EDIT Option: <RET>

SERVICE: NURSING SERVICE// ??

The service default is the name of the service associated with the user creating the class. This software is using the data stored in the Cost Center/Organization Code field of File #450 to identify the service. When the class is created by a user assigned to one service and the class is to be associated with another service, enter the name of the sponsoring service after the // (double slash).

This field associates the class with a specific service.

CHOOSE FROM: A & M

MGT AMBULATORY  
CARE  
ANESTHESIOLOGY  
AUDIOLOGY  
BLIND REHAB  
CHAPLAIN  
CHIEF OF STAFF  
DENTAL  
DERMATOLOGY  
DIALYSIS  
DIETETICS  
DOMICILIARY CARE



EDUCATION  
ENGINEERING  
FISCAL  
GENERAL COUNSEL  
GERIATRIC RESEARCH  
IRM  
ISC  
LABORATORY  
'^' TO STOP: ^

SERVICE: NURSING SERVICE// <RET>

OPEN/CLOSED: CLOSED// ??

This field indicates if the class is opened to individuals outside of the service. Closed programs will not be displayed to potential registrants from other services.

CHOOSE FROM:

1           CLOSED  
0           OPEN

OPEN/CLOSED: CLOSED// <RET>   If this field entry was open individuals can register for this class when: a) the sponsoring service for the class is different from their own service, and b) the class type is mandatory/required and the individual is associated with the class through the Assign/Delete Training Groups for Staff/Services option.

Select START DATE/TIME OF CLASS: JUN 07,1994// ??

06-07-1994           The date for the 1st class is the date the class was entered in the software. If the date is incorrect, enter a <RET> behind the // and at the next prompt enter the correct date.

This is the scheduled start date/time for this program/class.

**Enter the date of this program or class. Date (minimum of month/year) is required; entry of time is strongly suggested if the class is to be tracked by the calendar report.**

Select START DATE/TIME OF CLASS: JUN 07,1994// <RET>

START DATE/TIME OF CLASS: JUN 07,1994// T-4   (JUN 03,1994)

ENDING DATE/TIME OF CLASS: ??

This field contains the scheduled end date/time of this program/class.

**The time is optional.**

ENDING DATE/TIME OF CLASS: T-4   (JUN 03, 1994)

PRESENTER/SUPPLIER: ??

**The Presenter/supplier field contains the name of the company or organization who supplied the materials for this class. This field looks up on two files: first, the New Person file; second, the PRSE Program/Class Supplier file.**

CHOOSE FROM: (Entries from the New Person file).

PAIDEMPLOYEE15,TWO  
PAIDEMPLOYEE15,THREE  
PAIDEMPLOYEE15,FOUR  
PAIDEMPLOYEE15,FIVE  
PAIDEMPLOYEE15,SIX  
PAIDEMPLOYEE15,SEVEN  
'^' TO STOP: ^

After the software lists the entries in the New Person file, the user can enter an up arrow (^) which begins a selection of entries from the PRSE Education Program/Class Supplier file.

CHOOSE FROM: (Entries from the PRSE Education Program/Class Supplier file).

```
ACOS/E SERVICE
AMCE EDUCATIONAL TRAINING
AUSTIN AUTOMATION CENTER
BAXTERS' MED. EDUC. MATERIAL
DAWSON'S EDUCATIONAL PROGRAMS
```

When laygo to the PRSE Education Program/Class Supplier file is turned on in the PRSE Parameters file, the following message will display:

Enter the name of the vendor or supplier of this program (class).

This field contains the name of the company or organization who supplied the program or class.

When laygo to the PRSE Education Program/Class Supplier file is turned off in the PRSE Parameters file, the following message will display:

```
NEW ENTRIES CANNOT BE ADDED TO THE SUPPLIER/PRESENTER FILE FROM THIS OPTION
CONTACT THE EDUCATION PACKAGE COORDINATOR OR IRM
```

```
PRESENTER/SUPPLIER: ACOS/E SERVICE
```

```
ACOS/E SERVICE
```

```
Is this the one you want? NO// Y (YES)
```

SPONSORING SERVICE: HINES ISC//?? The default value is derived from one of two places. When the presenter's name is found in the New Person file (#200), the default is obtained from the information entered in the Enter/Edit Tracking Parameter file (#452.7), specifically the Station Name field. When the presenter's name is found in the PRSE Education Program/Class Supplier file (#452.2), the default is the city and state of the supplier. The Sponsoring Service prompt does not appear if there is no entry in the Presenter/Supplier field.

Answer must be 3-30 characters in length.

This field contains the location where the Program/Class is to be held.

```
SPONSORING SERVICE: HINES ISC// <RET>
CLASS LIMIT: ?
```

CHOOSE FROM:

```
0 REGISTRATION CLOSED
1-999 REGISTRATION RESTRICTED TO NUMBER INDICATED (0 decimal digits)
BLANK REGISTRATION UNLIMITED
```

This field indicates the maximum number of students that may register for this class session. When this number is met, the user will be given a warning message which indicates that registration is closed.

CLASS LIMIT: <RET> Registration is unlimited since the field is blank. If registration is not being automated through this software, also leave the field blank.

Select START DATE/TIME OF CLASS: <RET>

After the Start Date multiple has been set up with the required time frames, presenter/supplier, location and class limit, the following additional information is asked. This data is used for all instances of this class regardless of date.

CLASS HRS DURING ON-DUTY TIME: 4// ?

Type a Number between 0 and 9999, 0 Decimal Digits.

The default value is the class length rounded off to the nearest whole number. This field can also be defined as the number of classroom hours (rounded off to the nearest whole number) attributed to program training during an employee's tour of duty.

CLASS HRS DURING ON-DUTY TIME: 4// <RET>

CLASS HRS DURING OFF-DUTY TIME: 0// <RET> Type a Number between 0 and 9999, 0 Decimal Digits.

This field indicates the number of classroom hours for the program when an employee attends a program during off-duty time.

Select SERVICE REASON FOR CLASS: ??

This field contains the service's reason for having an individual attend this program/class.

CHOOSE FROM: ANNUAL REVIEW

DECENTRALIZED INSERVICE

DEVELOP NEW SKILLS

DEVELOP NEW TECHNIQUES

IMPROVE PRESENT PERFORMANCE

MAKE UP CLASS

MANDATORY INSERVICE

This field contains the service's reason for attending this class. The reasons listed in the above display can be edited and expanded through the Service Reason option (refer to Chapter 2 for additional information).

Select SERVICE REASON FOR CLASS: **MANDATORY INSERVICE**

Select SERVICE REASON FOR CLASS: <RET>

The software then permits the user to assign the new class to a mandatory review group associated with the service or to a hospital-wide review group (review groups assigned to the Miscellaneous Service).

Prior to the following display, the software displays the mandatory training groups associated with the class (if any).

This class may be assigned to the following Mandatory Training Groups.

1. CRITICAL CARE

2. HOSPITAL GROUP

3. LPNS

4. NURSING ASSISTANT

5. NURSING COORDINATORS  
7. NURSE PRACTITIONERS  
9. QUALITY MANAGEMENT  
11. RN DIALYSIS

6. NURSE MANAGERS  
8. OPERATING ROOM  
10. RN

Select TRAINING Group(s) to be assigned: ?

Make a selection from the screen display, a range of numbers can be selected by using a HYPHEN, multiple selections can be made by separating them by COMMAS, or '^' to exit.

E.G. 1 1-2 1,3 1-2,4-5 1,3-4

Are examples of valid selections

This class may be assigned to the following Mandatory Training groups.

Select TRAINING Group(s) to be assigned: 10

This class has been added to the RN MI review group.

### **Menu Access:**

The Enter/Edit Mandatory Training (MI/Brief) option is accessed through the Enter/Edit Class Information option of the Package Coordinator Menu and the Education Tracking Instructor Menu options.

## Enter/Edit Mandatory Training (MI/Expanded)

### Description:

This option allows the user to enter or edit mandatory training classes and to store related class OLDE information through a single option. Class information is stored in the PRSE Education Registration file (#452.8), and the PRSE Program/Class Title file (#452.1).

### Additional Information:

This option is invoked when the user intends to document class information which will be manually entered into the OLDE software at a future time. Data entered through Enter/Edit Mandatory Training (MI/Expanded) option will not be copied into the PRSE Education Registration file when the user updates class date information through the Enter/Edit Mandatory Training (MI/Brief) option.

### Menu Display:

Select Package Coordinator Menu Option: **1** Enter/Edit Class Information

- 1 Enter/Edit Mandatory Training (MI/Brief)
- 2 Enter/Edit Mandatory Training (MI/Expanded)
- 3 Enter/Edit Local Continuing Education
- 4 Enter/Edit Other/Miscellaneous Training
- 5 Enter/Edit Ward/Unit-Location Training

### Screen Prints:

Select Enter/Edit Class Information Option: **2** Enter/Edit Mandatory Training (MI/Expanded)

Select CLASS NAME: ??

CHOOSE FROM:

118 EXPOSURE TO BLOOD PATHOGEN NURSING SERVICE  
ACLS NURSING SERVICE  
ACQUISITION TRAINING NURSING SERVICE  
ADMIN DUTIES NURSING SERVICE  
ADP SECURITY NURSING SERVICE  
ADVANCED LIFE SUPPORT NURSING SERVICE  
ADVANCED MUMPS INFORMATION SYSTEMS CENTER  
BASIC LIFE SUPPORT NURSING SERVICE  
FIRE SAFETY ENGINEERING SERVICE  
'^' TO STOP: ^

YOU MAY ENTER A NEW PRSE PROGRAM/CLASS, IF YOU WISH

Answer must be 2-53 characters in length

Select CLASS NAME: **CARDIOPULMONARY RESUSCITATION**

ARE YOU ADDING 'CARDIOPULMONARY RESUSCITATION' AS A NEW PRSE PROGRAM/CLASS?

**Y** (YES)

PRSE PROGRAM/CLASS REQUIRED FREQUENCY: 1Y// ??

This field indicates the mandatory frequency or interval for attending the class.

CHOOSE FROM:

1M	MONTHLY
3M	QUARTERLY
6M	TWICE YEARLY
1Y	ONCE YEARLY
2Y	EVERY TWO YEARS
3Y	EVERY THREE YEARS
1T	ONE TIME ONLY

PRSE PROGRAM/CLASS REQUIRED FREQUENCY: 1Y// <RET> ONCE YEARLY

PRSE PROGRAM/CLASS LENGTH HRS: ??

The number of hours is entered as a number between 0 and 9999.99 and up to 2 decimal digits.

This field indicates the class duration in hours reported to Austin.

PRSE PROGRAM/CLASS LENGTH HRS: 4

OBJECTIVE(S):

1>??

Define the Program/Class objectives (word-processing).

This field is used to define the Program/Class objectives.

1>LEARN BASICS OF CPR.

2><RET>

EDIT Option: <RET>

SERVICE: NURSING SERVICE// ??

The service default is the name of the service associated with the user creating the class. This software is using the data stored in the Cost Center/Organization Code field of File #450 to identify the service. When the class is created by a user assigned to one service and the class is to be associated with another service, enter the name of the sponsoring service after the // (double slash).

This field associates the class with a specific service.

CHOOSE FROM:

- A & M MGT
- AMBULATORY CARE
- ANESTHESIOLOGY
- AUDIOLOGY
- BLIND REHAB
- CHAPLAIN
- CHIEF OF STAFF
- DENTAL
- DERMATOLOGY
- DIALYSIS
- DIETETICS
- DOMICILIARY CARE
- EDUCATION
- ENGINEERING
- FISCAL
- GENERAL COUNSEL
- GERIATRIC RESEARCH
- IRM
- LABORATORY

'^' TO STOP: ^  
SERVICE: NURSING SERVICE// <RET>  
OPEN/CLOSED: CLOSED// ??

This field indicates if the class is opened to individuals outside of the service. Closed programs will not be displayed to potential registrants from other services.

CHOOSE FROM:  
1           CLOSED  
0           OPEN

OPEN/CLOSED: CLOSED// <RET> If this field entry was open individuals can register for this class when: a) the sponsoring service for the class is different from their own service, and b) the class type is mandatory/required and the individual is associated with the class through the Assign/Delete Training Groups for Staff/Services option.

Select START DATE/TIME OF CLASS: JUN 07,1994// ??  
06-07-1994           The date for the 1st class is the date the class was entered in the software. If the date is incorrect, enter a <RET> behind the // and at the next prompt enter the correct date.

This is the scheduled start date/time for this program/class.

Enter the date of this program or class. Date (minimum of month/year) is required; entry of time is strongly suggested if the class is to be tracked by the calendar report.

Select START DATE/TIME OF CLASS: JUN 07,1994// <RET>  
START DATE/TIME OF CLASS: JUN 07,1994// T-4   (JUN 03,1994)  
ENDING DATE/TIME OF CLASS: T-4   (JUN 03, 1994) This field contains the scheduled end date/time of this program/class. Time is optional.

PRESENTER/SUPPLIER: ??

The Presenter/supplier field contains the company or organization who supplied the materials for this class. This field looks up on two files: first, the New Person file, second, the PRSE Program/Class Supplier file.

CHOOSE FROM: (Entries from the New Person file).

PAIDEMPLOYEE15,TWO  
PAIDEMPLOYEE15,THREE  
PAIDEMPLOYEE15,FOUR  
PAIDEMPLOYEE15,FIVE  
PAIDEMPLOYEE15,SIX  
PAIDEMPLOYEE15,SEVEN  
'^' TO STOP: ^

After the software lists the entries in the New Person file, the user can enter an up arrow (^) which begins a selection of entries from the PRSE Education Program/Class Supplier file.

CHOOSE FROM: (Entries from the PRSE Education Program/Class Supplier file).

ACOS/E SERVICE  
AMCE EDUCATIONAL TRAINING

## Enter Edit Class Information

AUSTIN AUTOMATION CENTER  
BAXTERS' MED. EDUC. MATERIAL  
DAWSON'S EDUCATIONAL PROGRAMS

When laygo to the PRSE Education Program/Class Supplier file is turned on in the PRSE Parameters file, the following message will display:

Enter the name of the vendor or supplier of this program (class).

This field contains the name of the company or organization who supplied the program or class.

When laygo to the PRSE Education Program/Class Supplier file is turned off in the PRSE Parameters file, the following message will display:

NEW ENTRIES CANNOT BE ADDED TO THE SUPPLIER/PRESENTER FILE FROM THIS OPTION  
CONTACT THE EDUCATION PACKAGE COORDINATOR OR IRM

PRESENTER/SUPPLIER: **ACOS/E SERVICE**

ACOS/E SERVICE

Is this the one you want? NO// **Y** (YES)

SPONSORING SERVICE: HINES ISC//?? The default value is derived from one of two places. When the presenter's name is found in the New Person file (#200), the default is obtained from the information entered in the Enter/Edit Tracking Parameter file (#452.7), specifically the Station Name field. When the presenter's name is found in the PRSE Education Program/Class Supplier file (#452.2), the default is the city and state of the supplier. This Sponsoring Service prompt does not appear if the user does not enter a value into the Presenter/Supplier field.

Answer must be 3-30 characters in length.

This field contains the location where the Program/Class is to be held.

SPONSORING SERVICE: HINES ISC// **<RET>**

CLASS LIMIT: ?

CHOOSE FROM:

0 REGISTRATION CLOSED  
1-999 REGISTRATION RESTRICTED TO NUMBER INDICATED (0 decimal digits)  
BLANK REGISTRATION UNLIMITED

This field indicates the maximum number of students that may register for this class session. When this number is met, the user will be given a warning message which indicates that registration is closed.

CLASS LIMIT: **<RET>** Registration is unlimited since the field is blank. If registration is not being automated through this software, also leave the field blank.

Select START DATE/TIME OF CLASS: **<RET>**

After the Start Date multiple has been set up with the required time frames, presenter/supplier, location and class limit, the following additional information is asked. This data is used for all instances of this class regardless of date.

CLASS HRS DURING ON-DUTY TIME: 4// ?



Type a Number between 0 and 9999, 0 Decimal Digits.

The default value is the class length rounded off to the nearest whole number. This field can also be defined as the number of classroom hours (rounded off to the nearest whole number) attributed to program training during an employee's tour of duty.

CLASS HRS DURING ON-DUTY TIME: 4// <RET>

CLASS HRS DURING OFF-DUTY TIME: 0// ?

Type a Number between 0 and 9999, 0 Decimal Digits.

This field indicates the number of classroom hours for the program when an employee attends a program during off-duty time.

CLASS HRS DURING OFF-DUTY TIME: 0// <RET>

Select SERVICE REASON FOR CLASS: ??

This field contains the service's reason for having an individual attend this program/class.

CHOOSE FROM: ANNUAL REVIEW

DECENTRALIZED INSERVICE

ENHANCE SKILLS

MAKE UP CLASS

MANDATORY INSERVICE

This field contains the service's reason for attending this class. The reasons listed in the above display can be edited and expanded through the Service Reason option (refer to Chapter 2 for additional information).

Select SERVICE REASON FOR CLASS: **MANDATORY INSERVICE**

Select SERVICE REASON FOR CLASS: <RET>

TYPE OF MEDIA: ??

This is the type of media used to present this program or class.

CHOOSE FROM: AUDIO

TAPE LECTURE

REFERENCE BOOKS

SOFTWARE (CAI)

VIDEO

WRITTEN MATERIALS

The information listed above can be expanded by entering additional media types through the option, Presentation Media which is located in the Package Set-up Menu.

TYPE OF MEDIA: **LECTURE**

PURPOSE OF CLASS: ?

ANSWER WITH PRSE EMPLOYEE PURPOSE OF TRAINING PAID CODE

CHOOSE FROM:

ADULT BASIC EDUCATION 9

DEVELOP NEW SKILLS 6

EMPLOYEE FINANCED 10

IMPROVE PRESENT PERFORMANCE	4
MEET FUTURE STAFFING NEEDS	5
MISSION OR PROGRAM CHANGE	1
NEW TECHNOLOGY	2
NEW WORK ASSIGNMENT	3
ORIENTATION	8
TRADE OR CRAFT APPRENTICESHIP	7

This field contains the reason this program/class is given; it is a required field. Refer to 3.1 for additional information.

PURPOSE OF CLASS: **NEW TECHNOLOGY**  
 CLASS CATEGORY: ??

This field categorizes a specific class or program.

CHOOSE FROM:

ADJUDICATION (Spe/Tec)	5C	
ADVANCED SUPERVISORY TRAINING (Sup.)	2A	
ARITHMETIC (Basic Ed.)	92	
BASIC TRAINING IN FEDERAL LABOR-MGMT. REL. (Adm.)		46
BASIC TRAINING IN FEDERAL LABOR-MGMT. REL. (Exec.)		16
BASIC TRAINING IN FEDERAL LABOR-MGMT. REL. (Sup.)		23
BOILER OR AIR COND. OPERATION (Trade/Craft)	77	
BRAILLE (Basic Ed.)	94	
CARPENTRY (Trade/Craft)	74	
COMPLETES 40-HOUR REQUIREMENT (Sup.)	27	
COMPLETES 80-HOUR REQUIREMENT (Sup.)	29	
COMPUTER OPERATING (Clerical)	66	
COMPUTER PROGRAMMING (Spec.)	57	
CONTRACT ADMINISTRATION (Adm.)	48	
CONTRACT ADMINISTRATION (Exec.)	18	
CONTRACT ADMINISTRATION (Sup.)	25	
CONTRACT NEGOTIATIONS (Adm.)	47	
CONTRACT NEGOTIATIONS (Exec.)	17	
CONTRACT NEGOTIATIONS (Sup.)	24	
CPR TRAINING (Spec/Tec)	5F	
DISABL.VET./HANDICAPPED/VIETNAM ERA EMPLOY. (Sup.)		22

'^' TO STOP: ^

This field categorizes a specific class or program; it is a required field. Refer to 3.1 for additional information.

CLASS CATEGORY: **36** MEDICAL - NURSES 36  
 GOVERNMENT FUNDED: GOVERNMENT FUNDED// ?

CHOOSE FROM:

G	GOVERNMENT FUNDED
E	EMPLOYEE FUNDED

This field indicates if this class is government funded or not. Refer to page 3.1 for additional information.

GOVERNMENT FUNDED: GOVERNMENT FUNDED// **<RET>**  
 CODE FOR OLDE: YES// ?

CHOOSE FROM:

Y	YES
N	NO

This field indicates whether or not this class record should be submitted to human resources for manual transmission to Austin, Texas after class attendance is taken.

CODE FOR OLDE: YES// <RET>

The following information is used in OLDE transmissions.

ROUTINE/NON-ROUTINE: ??

This field indicates whether or not the class enhances or does not enhance the employee's job qualifications.

CHOOSE FROM:

R           ROUTINE  
N           NON-ROUTINE

ROUTINE/NON-ROUTINE: R ROUTINE

The software then permits the user to assign the new class to a mandatory review group associated with the service or to a hospital-wide review group (review groups assigned to the Miscellaneous Service).

Prior to the following display, the software displays the mandatory training groups associated with the class (if any).

This class may be assigned to the following Mandatory Training Groups.

- |                         |                      |
|-------------------------|----------------------|
| 1. CRITICAL CARE        | 2. HOSPITAL GROUP    |
| 3. LPNS                 | 4. NURSING ASSISTANT |
| 5. NURSING COORDINATORS | 6. NURSE MANAGERS    |
| 6. NURSE PRACTITIONERS  | 7. OPERATING ROOM    |
| 8. QUALITY MANAGEMENT   | 9. RN                |
| 10. RN DIALYSIS         |                      |

Select TRAINING Group(s) to be assigned: ?

Make a selection from the screen display, a range of numbers can be selected by using a HYPHEN, multiple selections can be made by separating them by COMMAS, or '^' to exit.

E.G. 1   1-2    1,3    1-2,4-5    1,3-4

Are examples of valid selections

This class may be assigned to the following Mandatory Training groups.

Select TRAINING Group(s) to be assigned: 9

This class has been added to the RN MI review group.

### **Menu Access:**

The Enter/Edit Mandatory Training (MI/Expanded) option is accessed through the Enter/Edit Class Information option of the Package Coordinator Menu and the Education Tracking Instructor Menu options.

## Enter/Edit Local Continuing Education

### Description:

This option allows the user to create and edit a continuing education class presented at the medical center. Data is stored in the PRSE Education Registration file (#452.8), and the PRSE Program Class Title file (#452.1).

### Additional Information:

The data edited by this option can be found on the Employee Training Reports after attendance is taken.

### Menu Display:

Select Package Coordinator Menu Option: **1** Enter/Edit Class Information

- 1 Enter/Edit Mandatory Training (MI/Brief)
- 2 Enter/Edit Mandatory Training (MI/Expanded)
- 3 Enter/Edit Local Continuing Education
- 4 Enter/Edit OtherMiscellaneous Training
- 5 Enter/Edit Ward/Unit-Location Training

### Screen Prints:

Select Enter/Edit Class Information Option: **3** Enter/Edit Local Continuing Education

Select CLASS NAME: **MAILMAN HELPFUL HINTS** This is the name of the program or class. Answer must be 2-53 characters in length

ARE YOU ADDING 'MAILMAN HELPFUL HINTS' AS  
A NEW PRSE PROGRAM/CLASS? **Y** (YES)  
PRSE PROGRAM/CLASS LENGTH HRS: **??**

The number of hours is entered as a number between 0 and 9999.99 and up to 2 decimal digits.

This field indicates the class duration in hours reported to Austin.

PRSE PROGRAM/CLASS LENGTH HRS: **3.25**

OBJECTIVE(S):

1>??

Define the Program/Class objectives (word-processing).

This field is used to define the Program/Class objectives.

1>**LEARN HELPFUL HINTS ON HOW TO USE MAILMAN.**

2><RET>

EDIT Option: <RET>

The service default is the name of the service associated with the user creating the class. The software is using the data stored in the Cost Center/Organization Code field of File #450 to identify the service. When the class is created by a user assigned to one service and the class is to be associated with another service, enter the name of the sponsoring service after the // (double slash).

SERVICE: NURSING SERVICE// ??

This field associates the class with a specific service.

CHOOSE FROM: A & M

MGT AMBULATORY  
CARE  
ANESTHESIOLOGY  
AUDIOLOGY  
BLIND REHAB  
CHAPLAIN  
CHIEF OF STAFF  
DENTAL  
DERMATOLOGY  
DIALYSIS  
DIETETICS  
DOMICILIARY CARE  
EDUCATION  
ENGINEERING  
FISCAL  
GERIATRIC RESEARCH  
IRM  
LABORATORY  
'^' TO STOP: ^

SERVICE: NURSING SERVICE// <RET>

OPEN/CLOSED: CLOSED// ??

This field indicates if the class is opened to individuals outside of the service. Closed programs will not be displayed to potential registrants from other services.

CHOOSE FROM:

1           CLOSED  
0           OPEN

OPEN/CLOSED: CLOSED// <RET>   If this field entry was open, individuals outside the service could register for the class.

Select START DATE/TIME OF CLASS: JUN 07,1994// ?

ANSWER WITH START DATE/TIME OF CLASS:

06-07-1994    The date of the 1st class is the date the class was entered in the software. If the date is incorrect, enter a <RET> behind the // and at the next prompt enter the correct date.

YOU MAY ENTER A NEW START DATE/TIME OF CLASS, IF YOU WISH

Enter the date of this program or class, time is required if the class is to be tracked by personnel

**Enter the date of this program or class. Date (minimum of month/year) is required; entry of time is strongly suggested if the class is to be tracked by the calendar report.**

Select START DATE/TIME OF CLASS: JUN 07,1994// <RET>

START DATE/TIME OF CLASS: JUN 07,1994// ?

## Enter Edit Class Information

Enter the date of this program or class, time is required if the class is to be tracked by personnel

START DATE/TIME OF CLASS: JUN 07,1994// <RET>

ENDING DATE/TIME OF CLASS: T (JUN 07, 1994) This field contains the scheduled end date/time of this program/class. Time is optional.

PRESENTER/SUPPLIER: ??

The Presenter/supplier field contains the company or organization who supplied the materials for this class. This field looks up on two files: first, the New Person file, second, the PRSE Program/Class Supplier file.

CHOOSE FROM:

PAIDEDPRESENTER,ONE  
PAIDEDPRESENTER,TWO  
PAIDEDPRESENTER,THREE  
PAIDEDPRESENTER,FOUR  
PAIDEDPRESENTER,FIVE  
'^' TO STOP: ^

After the software lists the entries in the New Person file, the user can enter an up arrow (^) which begins a selection of entries from the PRSE Education Program/Class Supplier file.

CHOOSE FROM:

ACOS/E SERVICE  
AMCE EDUCATIONAL TRAINING  
AUSTIN AUTOMATION CENTER  
BAXTERS' MED. EDUC. MATERIAL  
DAWSON'S EDUCATIONAL PROGRAMS

When laygo to the PRSE Education Program/Class Supplier file is turned on in the PRSE Parameters file, the following message displays:

Enter the name of the vendor or supplier of this program (class).

This field contains the name of the company or organization who supplied the program or class.

When laygo to the PRSE Education Program/Class Supplier file is turned off in the PRSE Parameters file, the following message displays:

NEW ENTRIES CANNOT BE ADDED TO THE SUPPLIER/PRESENTER FILE FROM THIS OPTION  
CONTACT THE EDUCATION PACKAGE COORDINATOR OR IRM

PRESENTER/SUPPLIER: **PAIDEDPRESENTER,SIX**

Is this the one you want? NO// Y (YES)

SPONSORING SERVICE: PAIDEDSPONSOR,ONE// ? The default value is derived from one of two places. When the presenter's name is found in the New Person file (#200), the default is obtained from the information entered in the Enter/Edit Tracking Parameter file (#452.7), specifically the Station Name field. When the presenter's name is found in the PRSE Education Program/Class Supplier file (#452.2), the default is the city and state of the supplier. The Sponsoring Service prompt does not appear if there is no entry in the Presenter/Supplier field.

Answer must be 3-30 characters in length.

This field contains the location where the Program/Class is to be

held. SPONSORING SERVICE: PAIDEDSPONSOR,ONE// <RET>  
CLASS LIMIT: ?

CHOOSE FROM:

0 REGISTRATION CLOSED  
1-999 REGISTRATION RESTRICTED TO NUMBER INDICATED (0 decimal digits)  
BLANK REGISTRATION UNLIMITED

This field indicates the maximum number of students that may register for this class session. When this number is met, the user will be given a warning message which indicates that registration is closed.

CLASS LIMIT: <RET> Registration is unlimited since the field is blank. If registration is not being automated through this software, also leave the field blank.

Select START DATE/TIME OF CLASS: <RET>

After the Start Date multiple has been set up with the required time frames, presenter supplier, location and class limit, additional information is asked. This data is used for all instances of this class regardless of date.

ACCREDITING ORGANIZATION: ??

This field contains the name of the organization accrediting the program.

CHOOSE

FROM:  
AACCN  
AMERICAN CRITICAL CARE  
NURSING AMERICAN DIETETIC  
ASSOCIATION AMERICAN  
MEDICAL ASSOCIATION  
AMERICAN NURSES ASSOCIATION  
AMERICAN RED CROSS  
DELAWARE NURSES  
ASSOCIATION ILLINOIS  
NURSES ASSOCIATION IOWA  
BOARD OF NURSING  
TEXAS NURSES ASSOCIATION

ACCREDITING ORGANIZATION: **AMERICAN NURSES ASSOCIATION**

CLASS HRS DURING ON-DUTY TIME: 3// ?

Type a Number between 0 and 9999, 0 Decimal Digits

The default value is the class length rounded off to the nearest whole number. This field can also be defined as the number of classroom hours (rounded off to the nearest whole number) attributed to program training during an employee's tour of duty.

CLASS HRS DURING ON-DUTY TIME: 3// <RET>

CLASS HRS DURING OFF-DUTY TIME: 0// <RET> Type a Number between 0 and

9999, 0 Decimal Digits. This field indicates the number of classroom hours for the

program when an employee attends a program during off-duty time.

CEUs: ?

Type a Number between 0 and 30, 1 Decimal Digit

Enter Edit Class Information

This is the number of continuing education units associated with the class.

CEUs: 3

CONTACT HOURS: ?

Type a Number between 0 and 9999.99, 2 Decimal Digits

This field contains the number of contact hours associated with this program.

CONTACT HOURS: 3

Select SERVICE REASON FOR CLASS: ??

This field contains the service's reason for having an individual attend this program/class.

CHOOSE FROM: ANNUAL

REVIEW DECENTRALIZED

INSERVICE ENHANCE

SKILLS

IMPROVE PRESENT

PERFORMANCE MAKE UP CLASS

MANDATORY INSERVICE

This field contains the service's reason for attending this class. The reasons listed in the above display can be edited and expanded through the Service Reason option (refer to Chapter 2 for additional information).

Select SERVICE REASON FOR CLASS: **ENHANCE SKILLS**

Select SERVICE REASON FOR CLASS: <RET>

TYPE OF MEDIA: ??

This is the type of media used to present this program or class.

CHOOSE

FROM:

AUDIO

TAPE

CLASSROOM

M FILM

HANDOUTS/DISCUSSI

ON

LECTURE/DEMO/ROLE

The information listed above can be expanded by entering additional media types through the option, Presentation Media which is located in the Package Set-up Menu.

TYPE OF MEDIA:

**LECTURE/DEMO/ROLE** PURPOSE OF

CLASS: ?

CHOOSE FROM:

ADULT BASIC EDUCATION 9

3.28



DEVELOP NEW SKILLS	6	
EMPLOYEE FINANCED	10	
IMPROVE PRESENT PERFORMANCE		4
MEET FUTURE STAFFING NEEDS		5
MISSION OR PROGRAM CHANGE		1
NEW TECHNOLOGY	2	
NEW WORK ASSIGNMENT	3	
ORIENTATION	8	

This field contains the reason this program/class is given; it is a required field. Refer to 3.1 for additional information.

PURPOSE OF CLASS: **MEET FUTURE STAFFING**

NEEDS CLASS CATEGORY: ??

This field categorizes a specific class or program.

CHOOSE FROM:

ADJUDICATION (Spe/Tec)	5C	
ADVANCED SUPERVISORY TRAINING (Sup.)	2A	
ARITHMETIC (Basic Ed.)	92	
BASIC TRAINING IN FEDERAL LABOR-MGMT. REL. (Adm.)		46
BASIC TRAINING IN FEDERAL LABOR-MGMT. REL. (Exec.)		16
BASIC TRAINING IN FEDERAL LABOR-MGMT. REL. (Sup.)		23
BOILER OR AIR COND. OPERATION (Trade/Craft)	77	
BRAILLE (Basic Ed.)	94	
CARPENTRY (Trade/Craft)	74	
COMPLETES 40-HOUR REQUIREMENT (Sup.)	27	
COMPLETES 80-HOUR REQUIREMENT (Sup.)	29	
COMPUTER OPERATING (Clerical)	66	
COMPUTER PROGRAMMING (Spec.)	57	
CONTRACT ADMINISTRATION (Adm.)	48	
CONTRACT ADMINISTRATION (Exec.)	18	
CONTRACT ADMINISTRATION (Sup.)	25	
CONTRACT NEGOTIATIONS (Adm.)	47	
CONTRACT NEGOTIATIONS (Exec.)	17	
CONTRACT NEGOTIATIONS (Sup.)	24	
CPR TRAINING (Spec/Tec)	5F	
DISABL.VET./HANDICAPPED/VIETNAM ERA EMPLOY. (Sup.)		22

'^' TO STOP: ^

This field categorizes a specific class or program; it is a required field. Refer to 3.1 for additional information.

CLASS CATEGORY: 36 MEDICAL - NURSES 36

GOVERNMENT FUNDED: G// ?

CHOOSE FROM:

G	GOVERNMENT FUNDED
E	EMPLOYEE FUNDED

This field indicates if this class is government funded or not. Refer to 3.1 for additional information.

GOVERNMENT FUNDED: G// <RET> GOVERNMENT

FUNDED CODE FOR OLDE: YES// ?

CHOOSE FROM:

Y	YES
N	NO

This field indicates whether or not this class record should be submitted to personnel for transmission to Austin, Texas after class attendance is taken.

CODE FOR OLDE: YES// Y YES

The following information is used in OLDE transmissions.

ROUTINE/NON-ROUTINE: ??

This field indicates whether or not the class enhances or does not enhance the employee's job qualifications.

CHOOSE FROM:

R ROUTINE

N NON-ROUTINE

ROUTINE/NON-ROUTINE: **R** ROUTINE

### **Menu Access:**

The Enter/Edit Local Continuing Education option is accessed through the Enter/Edit Class Information option of the Package Coordinator Menu and the Education Tracking Instructor Menu options.

## Enter/Edit Other/Miscellaneous Training

### Description:

This option allows the entering and editing of miscellaneous training inservice classes which are not categorized as required classes, continuing education or location specific classes. Data is stored in the PRSE Education Registration file (#452.8), and the PRSE Program Class Title file (#452.1).

### Additional Information:

The data edited by this option can be found on the Employee Training Reports after class attendance is taken.

### Screen Prints:

Select Package Coordinator Menu Option: **1** Enter/Edit Class Information

- 1 Enter/Edit Mandatory Training (MI/Brief)
- 2 Enter/Edit Mandatory Training (MI/Expanded)
- 3 Enter/Edit Local Continuing Education
- 4 Enter/Edit Other/Miscellaneous Training
- 5 Enter/Edit Ward/Unit-Location Training

Select Enter/Edit Class Information Option: **4** Enter/Edit Other/Miscellaneous Training

Select CLASS NAME: ??

CHOOSE FROM:

BASIC MAILMAN          IRM  
BASIC SUPERVISORY TRAINING          NURSING SERVICE  
BUDGET PLANNING          NURSING SERVICE  
CHEM JOURNAL          LAB SERVICE  
COMPUTER TRAINING FOR NURSING          NURSING SERVICE  
E-MAIL          LAB SERVICE

This is the name of the program or class.

Select CLASS NAME: **BASIC FILEMAN**

ARE YOU ADDING 'BASIC FILEMAN' AS A NEW PRSE PROGRAM/CLASS? **Y** (YES)

PRSE PROGRAM/CLASS LENGTH HRS: ??

This field indicates the class duration in hours reported to Austin.

The number of hours is entered as a number between 0 and 9999.99 and up to 2 decimal digits.

PRSE PROGRAM/CLASS LENGTH HRS: **4**

OBJECTIVE(S):

1>??

Define the Program/Class objectives (word-processing).

This field is used to define the Program/Class objectives.

1>INTRODUCTION TO BASIC

2><RET>

EDIT Option: <RET>

SERVICE: NURSING SERVICE// ??

This field associates the class with a specific service.

The service default is the name of the service associated with the user creating the class. This software is using the data stored in the Cost Center/Organization Code field of File #450 to identify the service. When the class is created by a user assigned to one service and the class is to be associated with another service, enter the name of the sponsoring service after the // (double slash).

CHOOSE FROM: A & M

MGT AMBULATORY  
CARE

ANESTHESIOLOGY

AUDIOLOGY

BLIND REHAB

CHAPLAIN

CHIEF OF STAFF

DENTAL

DERMATOLOGY

DIALYSIS

DIETETICS

DOMICILIARY CARE

EDUCATION

ENGINEERING

FISCAL

GENERAL COUNSEL

GERIATRIC RESEARCH

IRM

LABORATORY

'^' TO STOP: ^

SERVICE: NURSING SERVICE// <RET>

OPEN/CLOSED: CLOSED// ??

This field indicates if the class is opened to individuals outside of the service. Closed programs will not be displayed to potential registrants from other services.

CHOOSE FROM:

1 CLOSED

0 OPEN

OPEN/CLOSED: CLOSED// **OPEN** Since the value for this field is open, individuals outside the service can register for the class.

Enter the date of this program or class. Date (minimum of month/year) is required; entry of time is strongly suggested if the class is to be tracked by the calendar report.

Select START DATE/TIME OF CLASS: JUN 7,1994// ??

ANSWER WITH START DATE/TIME OF CLASS:

06-07-1994

The date of the 1st class is the date the class was entered in the software. If the date is incorrect, enter a <RET> behind the // and at the next prompt enter the correct date.

This is the scheduled start date/time for this program/class.

Enter the date of this program or class. Date (minimum of month/year) is required; entry of time is strongly suggested if the class is to be tracked by the calendar report.

Select START DATE/TIME OF CLASS: JUN 7,1994// <RET>  
START DATE/TIME OF CLASS: JUN 7,1994// T-1 (JUN 6,1994)  
ENDING DATE/TIME OF CLASS: T-1 (APR 13, 1994) This field contains the scheduled end date/time of this program/class. Time is optional.

PRESENTER/SUPPLIER: ??

The Presenter/supplier field contains the company or organization who supplied the materials for this class. This field looks up on two files: first, the New Person file, second, the PRSE Program/Class Supplier file.

CHOOSE FROM: (Entries from the New Person file).

PAIDEDPRESENTER,SEVEN  
PAIDEDPRESENTER,EIGHT  
PAIDEDPRESENTER,FIVE  
PAIDEDPRESENTER,NINE  
PAIDEDPRESENTER,TEN  
PAIDEDPRESENTER1,ONE  
PAIDEDPRESENTER1,TWO  
PAIDEDPRESENTER1,THREE  
'^' TO STOP: ^

After the software lists the entries in the New Person file, the user can enter an up arrow (^) which begins a selection of entries from the PRSE Education Program/Class Supplier file.

CHOOSE FROM: (Entries from the PRSE Education Program/Class Supplier file).

ACOS/EDUCATION  
AHA  
AMCE EDUCATIONAL TRAINING  
AUSTIN AUTOMATION CENTER  
BAXTERS' MED. EDUC. MATERIAL  
DAWSON'S EDUCATIONAL PROGRAMS

When laygo to the PRSE Education Program/Class Supplier file is turned on in the PRSE Parameters file, the following message will display:

Enter the name of the vendor or supplier of this program (class).

This field contains the name of the company or organization who supplied the program or class.

When laygo to the PRSE Education Program/Class Supplier file is turned off in the PRSE Parameters file, the following message will display:

NEW ENTRIES CANNOT BE ADDED TO THE SUPPLIER/PRESENTER FILE FROM THIS OPTION  
CONTACT THE EDUCATION PACKAGE COORDINATOR OR IRM

PRESENTER/SUPPLIER: PAIDEDPRESENTER1,FOUR

Is this the one you want? NO// Y (YES)

SPONSORING SERVICE: PAIDEDSPONSOR,ONE// ?? The default value is derived from one of two places. When the presenter's name is found in the New Person file (#200), the default is obtained from the information entered in the Enter/Edit Tracking Parameter file (#452.7), specifically the Station Name field. When the presenter's name is found in the PRSE Education Program/Class Supplier file (#452.2), the default is the city and state of the supplier. The Sponsoring Service prompt does not appear if there is no entry in the Presenter/Supplier field.

Answer must be 3-30 characters in length.  
This field contains the location where the Program/Class is to be held.

SPONSORING SERVICE: PAIDEDSPONSOR,ONE// <RET>  
CLASS LIMIT: ?

CHOOSE FROM:

0 REGISTRATION CLOSED  
1-999 REGISTRATION RESTRICTED TO NUMBER INDICATED (0 decimal digits)  
BLANK REGISTRATION UNLIMITED

This field indicates the maximum number of students that may register for this class session. When this number is met, the user will be given a warning message which indicates that registration is closed.

CLASS LIMIT: <RET> Registration is unlimited since the field is blank. If registration is not being automated through this software, also leave the field blank.

Select START DATE/TIME OF CLASS: <RET>

After the Start Date multiple has been set up with the required time frames, presenter/supplier, location and class limit, additional information is asked. This data is used for all instances of this class regardless of date.

CLASS HRS DURING ON-DUTY TIME: 4// ?  
Type a Number between 0 and 9999, 0 Decimal Digits.

The default value is the class length rounded off to the nearest whole number. This field can also be defined as the number of classroom hours (rounded off to the nearest whole number) attributed to program training during an employee's tour of duty.

CLASS HRS DURING ON-DUTY TIME: 4// <RET>  
CLASS HRS DURING OFF-DUTY TIME: 0// ?  
Type a Number between 0 and 9999, 0 Decimal Digits.

This field indicates the number of classroom hours for the program when an employee attends a program during off-duty time.

CLASS HRS DURING OFF-DUTY TIME: 0// <RET>  
Select SERVICE REASON FOR CLASS: ??

This field contains the service's reason for having an individual attend this program/class.

CHOOSE FROM:

ANNUAL REVIEW  
CLASS IS MANDATORY  
DECENTRALIZED INSERVICE  
DEVELOP NEW SKILL  
IMPROVE PRESENT PERFORMANCE  
MANDATORY INSERVICE

This field contains the service's reason for attending this class. The reasons listed in the above display can be edited and expanded through the Service Reason option (refer to Chapter 2 for additional information).

Select SERVICE REASON FOR CLASS: **ENHANCE** SKILLS

Select SERVICE REASON FOR CLASS: **<RET>**

TYPE OF MEDIA: CLASS ROOM// ??

This is the type of media used to present this program or class.

CHOOSE FROM: AUDIO

TAPE CLASSROOM  
LECTURE  
DEMO/LECTURE  
HANDOUTS/DISCUSSION  
VIDEO

The information listed above can be expanded by entering additional media types through the option, Presentation Media which is located in the Package Set-up Menu.

TYPE OF MEDIA: **CLASSROOM** LECTURE

PURPOSE OF CLASS: ?

CHOOSE FROM:

ADULT BASIC EDUCATION	9
DEVELOP NEW SKILLS	6
EMPLOYEE FINANCED	10
IMPROVE PRESENT PERFORMANCE	4
MEET FUTURE STAFFING NEEDS	5
MISSION OR PROGRAM CHANGE	1
NEW TECHNOLOGY	2
NEW WORK ASSIGNMENT	3
ORIENTATION	8
TRADE OR CRAFT APPRENTICESHIP	7

This field contains the reason this program/class is given; it is a required field. Refer to 3.1 for additional information.

PURPOSE OF CLASS: **DEVELOP** NEW SKILLS

CLASS CATEGORY: TRAINING (Adm.)// ??

This field categorizes a specific class or program.

CHOOSE FROM:

ADJUDICATION (Spe/Tec)	5C
ADVANCED SUPERVISORY TRAINING (Sup.)	2A
ARITHMETIC (Basic Ed.)	92
BASIC TRAINING IN FEDERAL LABOR-MGMT. REL. (Adm.)	46
BASIC TRAINING IN FEDERAL LABOR-MGMT. REL. (Exec.)	16
BASIC TRAINING IN FEDERAL LABOR-MGMT. REL. (Sup.)	23
BOILER OR AIR COND. OPERATION (Trade/Craft)	77



BRAILLE (Basic Ed.)	94	
CARPENTRY (Trade/Craft)	74	
COMPLETES 40-HOUR REQUIREMENT (Sup.)		27
COMPLETES 80-HOUR REQUIREMENT (Sup.)		29
COMPUTER OPERATING (Clerical)	66	
COMPUTER PROGRAMMING (Spec.)	57	
CONTRACT ADMINISTRATION (Adm.)	48	
CONTRACT ADMINISTRATION (Exec.)	18	
CONTRACT ADMINISTRATION (Sup.)	25	
CONTRACT NEGOTIATIONS (Adm.)	47	
CONTRACT NEGOTIATIONS (Exec.)	17	
CONTRACT NEGOTIATIONS (Sup.)	24	
CPR TRAINING (Spec/Tec)	5F	
DISABL.VET./HANDICAPPED/VIETNAM ERA EMPLOY. (Sup.)		22

'^' TO STOP: ^

This field categorizes a specific class or program; it is a required field. Refer to 3.1 for additional information.

CLASS CATEGORY: 36 MEDICAL - NURSES 36  
 GOVERNMENT FUNDED: GOVERNMENT FUNDED// ?  
 CHOOSE FROM:  
 G GOVERNMENT FUNDED  
 E EMPLOYEE FUNDED

This field indicates if this class is government funded or not. Refer to 3.1 for additional information.

GOVERNMENT FUNDED: GOVERNMENT FUNDED// <RET> GOVERNMENT FUNDED  
 CODE FOR OLDE: NO// ?  
 CHOOSE FROM:  
 Y YES  
 N NO

This field indicates whether or not this class should be submitted to human resources for transmission to Austin, Texas after class attendance is taken.

CODE FOR OLDE: NO// Y YES

The following information is used in OLDE transmissions.

ROUTINE/NON-ROUTINE: ??  
 This field indicates whether or not the class enhances or does not enhance the employee's job qualifications.  
 CHOOSE FROM:  
 R ROUTINE  
 N NON-ROUTINE  
 ROUTINE/NON-ROUTINE: R ROUTINE

**Menu Access:**

The Enter/Edit Other /Miscellaneous Training option is accessed through the Enter/Edit Class Information option of the Package Coordinator Menu and the Education Tracking Instructor Menu options.

## Enter/Edit Ward/Unit-Location Training

### Description:

This option allows the user to create and edit inservice programs/classes associated with a specific medical center nursing location. Crediting attendance is also permitted. Data is stored in the PRSE Education Registration file (#452.8), and the PRSE Program Class Title file (#452.1).

### Additional Information:

The data edited by this option can be found on the Employee Training Reports after attendance is taken.

### Menu Display:

Select Package Coordinator Menu Option: **1** Enter/Edit Class Information

- 1 Enter/Edit Mandatory Training (MI/Brief)
- 2 Enter/Edit Mandatory Training (MI/Expanded)
- 3 Enter/Edit Local Continuing Education
- 4 Enter/Edit Other/Miscellaneous Training
- 5 Enter/Edit Ward/Unit-Location Training

### Screen Prints:

Select Enter/Edit Class Information Option: **5** Enter/Edit Ward/Unit-Location Training

Select CLASS NAME: ??

CHOOSE FROM:

3W BIOETHICS NURSING SERVICE  
5W BAXTER IV PUMPS NURSING SERVICE  
5W IVAC 4200 NURSING SERVICE  
7E CHART AUDIT NURSING SERVICE  
3W DIET MANUAL TRAINING ENGINEERING

This is the name of the program or class.

Select CLASS NAME: **SICU UNIT SAFETY**

ARE YOU ADDING 'SICU UNIT SAFETY' AS A NEW PRSE PROGRAM/CLASS? **Y** (YES)

PRSE PROGRAM/CLASS LENGTH HRS: ??

The number of hours is entered as a number between 0 and 9999.99 and up to 2 decimal digits.

This field indicates the class duration in hours reported to Austin.

PRSE PROGRAM/CLASS LENGTH HRS: **2**

OBJECTIVE(S):

1>??

Define the Program/Class objectives (word-processing). This field is used to define the Program/Class objectives.

1>LEARN SAFETY IN THE UNIT

2><RET>

EDIT Option: <RET>

SERVICE: NURSING SERVICE// ??

This field associates the class with a specific service.

The service default is the name of the service associated with the user creating the class. The software is using the data stored in the Cost Center/Organization Code field of File #450 to identify the service. When the class is created by a user assigned to one service and the class is to be associated with another service, enter the name of the sponsoring service after the // (double slash).

CHOOSE FROM: A & M

MGT AMBULATORY

CARE

ANESTHESIOLOGY

AUDIOLOGY

BLIND REHAB

CHAPLAIN

CHIEF OF STAFF

DENTAL

DERMATOLOGY

DIALYSIS

DIETETICS

DOMICILIARY CARE

'^' TO STOP: ^

SERVICE: NURSING SERVICE// <RET>

OPEN/CLOSED: CLOSED// ??

This field indicates if the class is opened to individuals outside of the service. Closed programs will not be displayed to potential registrants from other services.

CHOOSE FROM:

1 CLOSED

0 OPEN

OPEN/CLOSED: CLOSED// <RET> If this field entry was open, individuals outside the service could register for the class.

Select START DATE/TIME OF CLASS: JUN 7,1994// ??

06-07-1994 The date of the 1st class is the date the class was entered in the software. If the date is incorrect, enter a <RET> behind the // and at the next prompt enter the correct date.

This is the scheduled start date/time for this program/class.

Enter the date of this program or class. Date (minimum of month/year) is required; entry of time is strongly suggested if the class is to be tracked by the calendar report.

Select START DATE/TIME OF CLASS: JUN 7,1994// <RET>

START DATE/TIME OF CLASS: JUN 7,1994// T-2 (JUN 05, 1994)

ENDING DATE/TIME OF CLASS: **T-2** (JUN 05,1994) This field contains the scheduled end date/time of this program/class. Time is optional.

PRESENTER/SUPPLIER: ??

The Presenter/supplier field contains the company or organization who supplied the materials for this class. This field looks up on two files: first, the New Person file, second, the PRSE Program/Class Supplier file.

CHOOSE FROM: (Entries from the New Person file).

PAIDEDPRESENTER,SEVEN  
PAIDEDPRESENTER,EIGHT  
PAIDEDPRESENTER,FOUR  
PAIDEDPRESENTER,FIVE  
PAIDEDPRESENTER,NINE  
'^' TO STOP: ^

After the software lists the entries in the New Person file, the user can enter an up arrow (^) which begins the display of entries from the PRSE Education Program/Class Supplier file.

CHOOSE FROM: (Entries from the PRSE Education Program/Class Supplier file).

ACME  
ACOS/EDUCATION  
AHA  
AUSTIN AUTOMATION CENTER  
BAXTERS' MED. EDUC. MATERIAL  
DAWSON'S EDUCATIONAL PROGRAMS

When laygo to the PRSE Education Program/Class Supplier file is turned on in the PRSE Parameters file, the following message will display:

Enter the name of the vendor or supplier of this program (class).

This field contains the name of the company or organization who supplied the program or class.

When laygo to the PRSE Education Program/Class Supplier file is turned off in the PRSE Parameters file, the following message will display:

NEW ENTRIES CANNOT BE ADDED TO THE SUPPLIER/PRESENTER FILE FROM THIS OPTION  
CONTACT THE EDUCATION PACKAGE COORDINATOR OR IRM

PRESENTER/SUPPLIER: **ACME**

ACME

Is this the one you want?NO// **Y** (YES)

CLASS LIMIT: ?

CHOOSE FROM:

0 REGISTRATION CLOSED  
1-999 REGISTRATION RESTRICTED TO NUMBER INDICATED (0 decimal digits)  
BLANK REGISTRATION UNLIMITED

This field indicates the maximum number of students that may register for this class session. When this number is met, the user will be given a warning message which indicates that registration is closed.

CLASS LIMIT: <RET> Registration is unlimited since the field is blank. If registration is not being automated through this software, also leave the field blank.

Select START DATE/TIME OF CLASS: <RET>

After the Start Date multiple has been set up with the required time frames, presenter/supplier, location and class limit, additional information is asked. This data is used for all instances of this class regardless of date.

CLASS HRS DURING ON-DUTY TIME: 2// ?

Type a Number between 0 and 9999, 0 Decimal Digits.

The default value is the class length rounded off to the nearest whole number. This field can also be defined as the number of classroom hours (rounded off to the nearest whole number) attributed to program training during an employee's tour of duty.

CLASS HRS DURING ON-DUTY TIME: 2// <RET>

CLASS HRS DURING OFF-DUTY TIME: 0// ?

Type a Number between 0 and 9999, 0 Decimal Digits.

This field indicates the number of classroom hours for the program when an employee attends a program during off-duty time.

CLASS HRS DURING OFF-DUTY TIME: 0// <RET>

Select SERVICE REASON FOR CLASS: ??

This field contains the service's reason for having an individual attend this program/class.

CHOOSE FROM:

DECENTRALIZED INSERVICE  
DEVELOP NEW SKILLS  
IMPROVE PRESENT PERFORMANCE  
MANDATORY INSERVICE

This field contains the service's reason for attending this class. The reasons listed in the above display can be edited and expanded through the Service Reason option (refer to Chapter 2 for additional information).

Select SERVICE REASON FOR CLASS: **DEVELOP NEW SKILLS**

Select SERVICE REASON FOR CLASS: <RET>

Do you want to credit students for attending this class? YES// ??

Answer YES or NO.

Do you want to credit students for attending this class? YES// <RET> (YES)

Select START DATE/TIME OF CLASS: ??

CHOOSE FROM:

06-05-1994

This is the scheduled start date/time of the class.

Select START DATE/TIME OF CLASS: **6-5** JUN 5, 1994

Select Student Name: ??

CHOOSE FROM:

PAIDEDPRESENTER,TWO 000000002  
PAIDEDPRESENTER,THREE 000000003  
PAIDEDPRESENTER,FOUR 000000004  
PAIDEDPRESENTER,FIVE 000000005  
PAIDEDPRESENTER,NINE 777655566  
'^' TO STOP: ^

Select Student Name: **PAIDEDPRESENTER,SIX** 000-00-0006

### 1. Example: Crediting attendance

Do you want to credit PAIDEDPRESENTER,SIX - NURSING SERVICE for attending UNIT SAFETY? YES// **<RET>** (YES)

PAIDEDPRESENTER,SIX UNIT SAFETY JUN 5, 1994

The above display indicates that M. Dawson was given credit for the class.

### 2. Example: Deleting attendance

Enter the name of the person whose record you want to delete.

Select Student Name: **PAIDEMPLOYEE15,ONE** 000000151

PAIDEMPLOYEE15,ONE completed UNIT SAFETY on this date

Do you want to delete this record? NO// **<RET>**

If the user enters YES after the above prompt, the following message would appear:

PAIDEMPLOYEE15,ONE **\*\*DELETED\*\***  
Select Student Name: **<RET>**

### Menu Access:

The Enter/Edit Ward/Unit-Location Training option is accessed through the Enter/Edit Class Information option of the Package Coordinator Menu and the Education Tracking Instructor Menu options.

## Chapter 4: Class Registration

### Description:

This chapter explains the options which allow potential program attendees to register for future classes as identified in the PRSE Program/Class file (#452.1) and the PRSE Education Registration file (#452.8). The two options which regulate class registration are Class Registration Enter/Delete and Self Registration Enter/Edit.

### Additional Information:

Class names are displayed with the sponsoring service's name. Registration can only be processed when appropriate class dates have been associated with a class through one of the Enter/Edit Class Information Menu options. If the software does not recognize the class name, check the entries to see if a present or future date is associated with the class. Both registration options display a message when the maximum number of registrants (stored in the class limit field) has been reached. Crediting attendance at classes is done through the options found under the Attendance Menu option. Individuals do not have to be preregistered in a class for attendance to be credited.

### Menu Display:

Select Education Tracking System Menu Option: 2 Package Coordinator Menu

- 1 Enter/Edit Class Information ...
- 2 Class Registration Enter/Delete
- 3 Attendance Menu ...
- 4 Reports Menu ...
- 5 Package Set-up Menu ...

### Menu Access:

These two registration options are found in two different menus. The Class Registration Enter/Delete option is accessed through the Package Coordinator menu and the Education Tracking Instructor menu. The Self Registration Enter/Edit option is found in the Employee Menu.

## **Class Registration Enter/Delete**

### **Description:**

This option allows an individual to register students for classes. This option stores the names of the registrants in the PRSE Education Registration file (#452.8).

### **Additional Information:**

A person can be registered for a class only if the class has a present or future date; registration for classes in the past is not allowed. Individuals do not need to be preregistered for a class in order for class attendance to be taken. The user holding the PRSE CORD key can see classes for all services (closed or open) and can register any person for any class regardless of service or class restrictions. Names of those individuals registered for classes can be printed through the Class Registration Roster report. The user holding the PRE SUP key can register any employee for a class sponsored by his/her service.

### **Menu Display:**

Select Education Tracking System Menu Option: **2** Package Coordinator Menu

- 1 Enter/Edit Class Information ...
- 2 Class Registration Enter/Delete
- 3 Attendance Menu ...
- 4 Reports Menu ...
- 5 Employee Education Tracking Menu ...
- 6 Package Set-up Menu ...

### **Screen Prints:**

Select Package Coordinator Menu Option: **2** Class Registration Enter/Delete

Select one of the following:

R Class Registration Calendar Report (Refer to the Reports section for an explanation of the Class Registration Calendar Report)

S Student Registration

Choose a Selection from the above choices: **S** Student Registration

Select one of the following:

- M Mandatory Training (MI)
- C Continuing Education
- O Other/Miscellaneous
- W Ward/Unit-Location Training



A All  
Select Sort Parameter: ?

Enter a code from the list.

Select one of the following:

M	Mandatory Training (MI)
C	Continuing Education
O	Other/Miscellaneous
W	Ward/Unit-Location Training
A	All

This field preselects the type of class for the purpose of decreasing the listing of classes displayed in the help. If this sort was not placed in the software, the listing of classes would be enormous and definitely not user friendly.

Select Sort Parameter: **C**ontinuing Education

CLASS NAME: ?

ANSWER WITH PRSE PROGRAM/CLASS PROGRAM/CLASS TITLE, OR  
TYPE OF EDUCATION  
DO YOU WANT THE ENTIRE PRSE PROGRAM/CLASS LIST? **Y** (YES)

Displayed below is a list of all classes which are open for registration based on the above class type.

CHOOSE FROM:

5TH NURSING INFORMATICS      NURSING SERVICE

CLASS NAME: **5TH NURSING INFORMATICS**      NURSING SERVICE

Select DATE: JUN 19, 1994// ?

ANSWER WITH START DATE/TIME OF CLASS

The class must have a present or future date to be able to register for it. If you want to add a new date, exit this option and enter a new date through the appropriate Enter/Edit Class Information Menu option. Remember that you must have the appropriate level of access to edit the class information.

CHOOSE FROM:

06-19-1994

Select DATE: JUN 19, 1994// **<RET>**      JUN 19, 1994

### 1. Adding a name to the registration list:

Enter STUDENT NAME: ?

ANSWER WITH STUDENT NAME

The names displayed immediately before the New Person listing, are the names of individuals who have registered for the class.

CHOOSE FROM:

PAIDEDPRESENTER,SIX      NURSING SERVICE

PAIDEDPRESENTER1,FIVE      NURSING SERVICE

ANSWER WITH NEW PERSON NAME, OR INITIAL, OR SSN, OR NICK NAME  
DO YOU WANT THE ENTIRE NEW PERSON LIST? **Y** (YES)

CHOOSE FROM:

PAIDPRESENTER,SEVEN  
PAIDEDPRESENTER,EIGHT  
PAIDEDPRESENTER,FOUR  
PAIDEDPRESENTER,FIVE  
PAIDEDPRESENTER,NINE  
'^' TO STOP: ^

Enter STUDENT NAME: **PAIDEMPLOYEE15,ONE**

Do you want to register PAIDEMPLOYEE15,ONE - NURSING SERVICE for 5TH NURSING INFORMATICS? YES// **<RET>** (YES)

Enter STUDENT NAME: **<RET>** Additional names can be entered here.

When the name of a registrant is not an employee (the name is not found in the PRSE Student Education Tracking file (#452)) and not previously entered in the New Person file (#200), the following information is displayed.

Enter STUDENT NAME: **PAIDEMPLOYEE15,EIGHT**

Is PAIDEMPLOYEE15,EIGHT, being added to the NEW PERSON (#200) File as a non VA employee? YES// **<RET>**  
NEW PERSON SSN: **000000158**

The software internally checks to see whether or not a social security number has been entered for the registrant. If there is none, the application prompts the user to enter the SSN. If the registrant was previously entered in the New Person file, the software would automatically allow the user to enter the name and register the individual. If the name is not in File #200, the name of the individual must be placed in File #200 and the name re-entered into the Class Registration Enter/Delete option to register the individual.

After the name of the individual is entered into File #200, it must again be re-entered to register him for the class.

Enter STUDENT NAME: **PAIDEMPLOYEE15,EIGHT** Or the user can enter space bar, **return**.

Do you want to register PAIDEMPLOYEE15,EIGHT - NON Employee for 5TH NURSING INFORMATICS? YES// **Y** (YES)

## 2. Deleting a name from the registration list:

CLASS NAME: Enter the name of the class.

Enter STUDENT NAME: ?  
ANSWER WITH STUDENT NAME

The names displayed immediately before the New Person listing, are the names of individuals who have registered for the class.

CHOOSE FROM:

PAIDEMPLOYEE15,EIGHT	NURSING SERVICE
PAIDEMPLOYEE15,NINE	NURSING SERVICE
PAIDEMPLOYEE15,ONE	NURSING SERVICE
PAIDEMPLOYEE15,EIGHT	MISCELLANEOUS

ANSWER WITH NEW PERSON NAME, OR INITIAL, OR SSN, OR NICK NAME  
DO YOU WANT THE ENTIRE 611-ENTRY NEW PERSON LIST? **N** (YES)

Enter STUDENT NAME: **PAIDEMPLOYEE15,EIGHT**

PAIDEMPLOYEE15,EIGHT is currently Registered for this 5TH NURSING INFORMATICS  
Class!

Do you want to delete this record? NO// **YES** (YES)

PAIDEMPLOYEE15,EIGHT \*\* DELETED\*\*

Enter STUDENT NAME: **<RET>**

CLASS NAME: **<RET>**

### **Menu Access:**

The Class Registration Enter/Delete option is accessed through the Package  
Coordinator Menu and the Education Tracking Instructor Menu options.

## **Self Registration Enter/Edit**

### **Description:**

This option allows an employee to self register for a class. The data is stored in the PRSE Education Registration file (#452.8).

### **Additional Information:**

Users may self register for any:

1. Present/future class.
2. Open class sponsored by any service.
3. Closed class within their own service.
4. Mandatory class that they are required to attend as indicated in the PAID Employee file (#450).

Individuals do not need to preregister for class attendance to be taken. Names of those individuals registered for classes can be printed through the Class Registration Roster report.

### **Menu Display:**

#### PRIVACY ACT STATEMENT

In accordance with OPM and VA policies this information is to be furnished for use only as authorized. It will not be reproduced or used for any other purposes. Any output must be secured in a storage system adequate to insure against disclosure to unauthorized parties. Disposal will be by burning, shredding, or other treatment to destroy their legibility.

- |   |                              |
|---|------------------------------|
| 1 | Leave Request                |
| 2 | Leave Balances               |
| 3 | Display Leave Requests       |
| 4 | Cancel Leave Request         |
| 5 | Service Record Screen        |
| 6 | Display Pay Period           |
| 7 | Self Registration Enter/Edit |

Select Employee Menu Option:

### **Screen Prints:**

Select Employee Menu Option: 7 Self Registration Enter/Edit

Select one of the following:

R Class Registration Calendar Report (Refer to the Reports section for an explanation of the Class Registration Calendar Report)

S Student Registration  
Choose a selection from the above choices: Student Registration

Select one of the following:

M Mandatory Training (MI)  
C Continuing Education  
O Other/Miscellaneous  
W Ward/Unit-Location Training  
A All

Select a Training Type: ?

The user must first select the type of class. If this sort was not placed in the software, the listing of classes in the help would be enormous and definitely not user friendly.

Enter a code from the list.

Select one of the following:

M Mandatory Training (MI)  
C Continuing Education  
O Other  
W Ward/Unit Training  
A All

Select a Training Type: Continuing Education

CLASS NAME: ?

Displayed below is a list of all classes which are opened for registration based on the above class type.

ANSWER WITH PRSE PROGRAM/CLASS PROGRAM/CLASS TITLE, OR  
TYPE OF EDUCATION  
DO YOU WANT THE ENTIRE PRSE PROGRAM/CLASS LIST? Y (YES)  
CHOOSE FROM:

BASIC CPR NURSING SERVICE  
HALOGEN EXTINGUISHERS ENGINEERING SERVICE

### 1. Adding your name to the registration list.

CLASS NAME: **HALOGEN** EXTINGUISHERS ENGINEERING SERVICE

Select DATE: APR 10, 1994// ?  
ANSWER WITH START DATE/TIME OF CLASS  
CHOOSE FROM:

This is a listing of all dates associated with the class.

04-10-1994  
05-22-1994  
06-03-1994

Select DATE: APR 10, 1994// <RET> APR 10, 1994  
Do you want to register PAIDEMPLOYEE15,ONE for HALOGEN EXTINGUISHERS? YES// ?

Answer YES or NO.

Do you want to register PAIDEMPLOYEE15,ONE for HALOGEN EXTINGUISHERS? YES// <RET>  
(YES)

## 2. Deleting your name from the registration list.

CLASS NAME: **HALOGEN** EXTINGUISHERS                      NURSING SERVICE

Select DATE: APR 10, 1994// <RET> APR 10, 1994

PAIDEMPLOYEE15,ONE is currently Registered for this HALOGEN EXTINGUISHERS Class!

Do you want to delete this record? NO// **Y** (YES)

PAIDEMPLOYEE15,ONE \*\*DELETED\*\*

### **Menu Access:**

The Self Registration Enter/Edit option is accessed through the Employee Menu option.

# Chapter 5: Attendance at Programs

## **Description:**

This menu contains options used to document attendance at past or present classes. Information is stored in the PRSE Student Education Tracking file (#452).

## **Additional Information:**

Refer to Chapter 3, Additional Information, for information on the different types of class records stored in File #452. This menu also contains options which

1. Track non-local continuing education data.
2. Allow attendance to be taken on classes which have been purged from the PRSE Program/Class file (#452.1).
3. Permit changes in the employee's Student Education Tracking file (#452) record.
4. Edits (through a simplified operation) employee attendance at assigned mandatory training classes and enters the information in the employee's record (File #452).

## **Menu Display:**

Select Package Coordinator Menu Option: 3 Attendance Menu

- 1 Enter/Edit Class Attendance
- 2 Create Non-Local CE and Enter Attendance
- 3 Modify Past Class Information
- 4 Quick Attendance Update of Past/Purged Classes
- 5 Quick Mandatory Training (MI) Update

## **Menu Access:**

The Attendance Menu option is accessed through the Package Coordinator Menu and the Education Tracking Instructor's Menu options.

## Enter/Edit Class Attendance

### Description:

This option allows entry of class attendance in the PRSE Student Education Tracking file (#452).

### Additional Information:

Attendance can only be taken for a class with a past or present date. Recording attendance at classes with future dates is not permitted. The data entered through this option can be found on multiple service and employee training reports. Users holding the PRSE CORD key can enter attendance for anyone regardless of service or class restrictions. The users holding the PRSE SUP key can credit attendance at any class sponsored by the user's service.

### Menu Display:

Select Package Coordinator Menu Option: 3 Attendance Menu

- 1 Enter/Edit Class Attendance
- 2 Create Non-local CE and Enter Attendance
- 3 Modify Past Class Information
- 4 Quick Attendance Update of Past/Purged Classes
- 5 Quick Mandatory Training (MI) Update

### Screen Prints:

Select Attendance Menu Option: 1 Enter/Edit Class Attendance

Select one of the following:

- |   |                             |
|---|-----------------------------|
| M | Mandatory Training (MI)     |
| C | Continuing Education        |
| O | Other/Miscellaneous         |
| W | Ward/Unit-Location Training |

Select a Training Type: ?

Enter a code from the list.

Select one of the following:

- |   |                             |
|---|-----------------------------|
| M | Mandatory Training (MI)     |
| C | Continuing Education        |
| O | Other/Miscellaneous         |
| W | Ward/Unit-Location Training |



This field pre-selects the class type for the purpose of decreasing the listing of classes displayed in the help. If this sort was not placed in the software, the listing of classes would be enormous and definitely not user friendly.

Select a Training Type: **Mandatory Training (MI)**

Select CLASS: ?

ANSWER WITH PRSE PROGRAM/CLASS PROGRAM/CLASS TITLE, OR  
TYPE OF EDUCATION

DO YOU WANT THE ENTIRE PRSE PROGRAM/CLASS LIST? **Y** (YES)

CHOOSE FROM:

138 EXPOSURE TO BLOOD PATHOGEN LABORATORY SERVICE  
ADP SECURITY NURSING SERVICE  
ADVANCED LIFE SUPPORT NURSING SERVICE  
ADVANCED MUMPS INFORMATION SYSTEMS CENTER  
ANNUAL REVIEW NURSING SERVICE  
BASIC LIFE SUPPORT NURSING SERVICE  
BCLS CERTIFICATION NURSING SERVICE  
BCLS INSTRUCTOR EVAL NURSING SERVICE  
BCLS INSTRUCTOR EXAM NURSING SERVICE  
BIOETHICS NURSING SERVICE  
BLOOD ADMINISTRATION NURSING SERVICE  
BLOOD-BORNE PATHOGENS NURSING SERVICE  
'^' TO STOP: ^

Select CLASS: **BASIC LIFE SUPPORT NURSING SERVICE**

Select START DATE/TIME OF CLASS: AUG 1, 1993// ?

ANSWER WITH START DATE/TIME OF CLASS

In order to take attendance for this class, the class must have a present or past date.

CHOOSE FROM:

05-12-1993  
08-01-1993

Select START DATE/TIME OF CLASS: AUG 1, 1993// **<RET>** AUG 1, 1993

### 1. Adding an attendance record to a person's file .

Select Student Name: ?

ANSWER WITH STUDENT NAME

DO YOU WANT THE ENTIRE STUDENT NAME LIST? **Y** (YES)

CHOOSE FROM:

PAIDEMPLOYEE16,TEN NURSING SERVICE  
PAIDEMPLOYEE16,ONE NURSING SERVICE  
PAIDEMPLOYEE16,TWO NURSING SERVICE  
PAIDEMPLOYEE15,ONE NURSING SERVICE  
PAIDEMPLOYEE16,THREE NURSING SERVICE  
PAIDEMPLOYEE16,FOUR NURSING SERVICE  
PAIDEDPRESENTER,SIX NURSING SERVICE  
PAIDEMPLOYEE16,FIVE NURSING SERVICE

The list of individuals displayed above have pre-registered for the class. Remember that an attendee does not have to pre-register for a class for attendance to be credited. The user must credit a person's attendance on an individual basis. You cannot enter attendance on a group basis.

ANSWER WITH NEW PERSON NAME, OR INITIAL, OR SSN, OR NICK NAME  
DO YOU WANT THE ENTIRE 611-ENTRY NEW PERSON LIST? **N** (NO)  
Select Student Name: **PAIDEMPLOYEE16,SIX** 000000166

Do you want to credit PAIDEMPLOYEE16,SIX - NURSING SERVICE for attending BASIC  
LIFE SUPPORT? YES// **<RET>** (YES)

PAIDEMPLOYEE16,SIX BASIC LIFE SUPPORT AUG 1, 1993

The previous message indicates that the attendance record was stored in the  
PRSE Education Tracking file.

## 2. Deleting an attendance record from a person's file.

Select Student Name: **PAIDEMPLOYEE16,SIX** 000000166

PAIDEMPLOYEE16,SIX completed BASIC LIFE SUPPORT on this date.

Do you want to delete this record? NO// **Y** (YES)

PAIDEMPLOYEE16,SIX **\*\*DELETED\*\***

Select Student Name: **<RET>**

### **Menu Access:**

The Enter/Edit Class Attendance option is accessed through the Attendance  
Menu option.

## Create Non-Local CE and Enter Attendance

### Description:

This option allows the user to enter and edit continuing education class information for courses not presented at the medical center facility. Attendance for a class is entered through this option along with cost and leave data. The information is stored in the PRSE Student Education Tracking file (#452).

### Additional Information:

This option is ONLY for non-local continuing education classes. Enter Local Continuing Education programs through the Enter/Edit Continuing Education option found in the Enter/Edit Class Information Menu option. The data edited by this option can be found on the service and individual training reports under class type continuing education.

### Menu Display:

Select Package Coordinator Menu Option: **3** Attendance Menu

- 1 Enter/Edit Class Attendance
- 2 Create Non-Local CE and Enter Attendance
- 3 Modify Past Class Information
- 4 Quick Attendance Update of Past/Purged Classes
- 5 Quick Mandatory Training (MI) Update

### Screen Prints:

Select Attendance Menu Option: **2** Create Non-local CE and Enter Attendance

Select NON-LOCAL C.E. CLASS: **?**

The display lists only non-local continuing education class names.

```
ANSWER WITH PRSE STUDENT EDUCATION TRACKING PROGRAM/CLASS TITLE
DO YOU WANT THE ENTIRE PRSE STUDENT EDUCATION TRACKING LIST? Y (YES)
CHOOSE FROM:
  AVI PUMP    NURSING SERVICE
  BUDGET     NURSING SERVICE
  LEADERSHIP SEMINAR    NURSING SERVICE
  PACKAGE TESTING    NURSING SERVICE
  SUMMER INSTITUTE IN NURSING INFORMATICS 93    NURSING SERVICE
  TX MEDICAL CENTER COLLABORATIVE PRECEPTOR PROG    NURSING SERVICE
  UPDATE JCAHO COMMI    NURSING SERVICE
'^' TO STOP: ^
```

Select NON-LOCAL C.E. CLASS: **UPDATE JCAHO STANDARDS**

ARE YOU ADDING 'UPDATE JCAHO STANDARDS' AS A NEW CLASS? **Y** (YES)

In order to take attendance for this class, the class must have a present or past date.

Select CLASS DATE: **T** (APR 05, 1994) This field contains the scheduled start date/time for the class.

ARE YOU ADDING 'APR 5, 1994' AS A NEW CLASS DATE? **Y** (YES)

Select Student Name: **?**

ANSWER WITH NEW PERSON NAME, OR INITIAL, OR SSN, OR NICK NAME

DO YOU WANT THE ENTIRE ENTRY NEW PERSON LIST? **Y** (YES)

CHOOSE FROM:

PAIDEMPLOYEE16,NINE  
PAIDEMPLOYEE16,SEVEN  
PAIDEMPLOYEE16,EIGHT  
PAIDEMPLOYEE15,SIX  
PAIDEMPLOYEE17,TEN  
'^' TO STOP: ^

Select Student Name: **PAIDEMPLOYEE15,ONE** 000000151

The next field contains the end date/time for the class. It defaults to the start date.

ENDING DATE: APR 5, 1994// **<RET>** (APR 05, 1994)

SOURCE OF TRAINING: NON-GOVERNMENT (e.g. Institution, Company or University)  
// **?**

CHOOSE FROM:

1 VA  
2 INTERAGENCY  
3 NON-GOVERNMENT (Designed for VA)  
4 NON-GOVERNMENT (e.g. Institution, Company or University)  
5 STATE OR LOCAL GOVERNMENT

This field identifies the source of funding for the class. All classes default to NON-GOVERNMENT (e.g. Institution, Company or University). The user may change this entry by selecting the correct number.

SOURCE OF TRAINING: NON-GOVERNMENT (e.g. Institution, Company or University)  
// **<RET>**

CLASS CATEGORY: **?**

This field categorizes a specific class or program. Refer to 3.1 for additional information.

ANSWER WITH PRSE EDUCATION PROGRAM/CLASS CATEGORY PROGRAM CATEGORY, OR PAID CODE

DO YOU WANT THE ENTIRE 91-ENTRY PRSE EDUCATION PROGRAM/CLASS CATEGORY LIST? **Y** (YES)

CHOOSE FROM:

ADJUDICATION (Spe/Tec) 5C  
ADVANCED SUPERVISORY TRAINING (Sup.) 2A  
ARITHMETIC (Basic Ed.) 92  
BASIC TRAINING IN FEDERAL LABOR-MGMT. REL. (Adm.) 46  
BASIC TRAINING IN FEDERAL LABOR-MGMT. REL. (Exec.) 16  
BASIC TRAINING IN FEDERAL LABOR-MGMT. REL. (Sup.) 23  
BOILER OR AIR COND. OPERATION (Trade/Craft) 77  
BRAILLE (Basic Ed.) 94  
CARPENTRY (Trade/Craft) 74

```

COMPLETES 40-HOUR REQUIREMENT (Sup.)      27
COMPLETES 80-HOUR REQUIREMENT (Sup.)      29
COMPUTER OPERATING (Clerical)             66
COMPUTER PROGRAMMING (Spec.)             57
CONTRACT ADMINISTRATION (Adm.)            48
CONTRACT ADMINISTRATION (Exec.)           18
CONTRACT ADMINISTRATION (Sup.)           25
CONTRACT NEGOTIATIONS (Adm.)              47
CONTRACT NEGOTIATIONS (Exec.)             17
CONTRACT NEGOTIATIONS (Sup.)             24
CPR TRAINING (Spec/Tec)                   5F
DISABL.VET./HANDICAPPED/VIETNAM ERA EMPLOY. (Sup.) 22
'^' TO STOP: ^
CLASS CATEGORY: 36 MEDICAL - NURSES        36
PURPOSE OF TRAINING: ?

```

This field contains the reason this program/class is given. Refer to 3.1 for additional information.

ANSWER WITH PRSE EMPLOYEE PURPOSE OF TRAINING PAID CODE  
DO YOU WANT THE ENTIRE 11-ENTRY PRSE EMPLOYEE PURPOSE OF TRAINING LIST? **Y**  
(YES)

CHOOSE FROM:

```

ADULT BASIC EDUCATION          9
DEVELOP NEW SKILLS             6
EMPLOYEE FINANCED              10
IMPROVE PRESENT PERFORMANCE    4
MEET FUTURE STAFFING NEEDS     5
MISSION OR PROGRAM CHANGE      1
NEW TECHNOLOGY                 2
NEW WORK ASSIGNMENT            3
ORIENTATION                    8
TRADE OR CRAFT APPRENTICESHIP  7
PURPOSE OF TRAINING: IMPROVE PRESENT PERFORMANCE      4

```

PRSE PROGRAM/CLASS LENGTH HRS: ?

Indicate class hours by typing a Number between 0 and 9999.99, 2 Decimal Digits.

PRSE PROGRAM/CLASS LENGTH HRS: 2

CLASS HRS DURING ON-DUTY TIME: 2// ?

Indicate on duty hours by entering a Number between 0 and 9999, 0 Decimal Digits.

The value entered into this field equates to the number of classroom hours for the program when an employee attends the class during on-duty time.

CLASS HRS DURING ON-DUTY TIME: 2// <RET>

CLASS HRS DURING OFF-DUTY TIME: ?

Indicate off duty hours by entering a Number between 0 and 9999, 0 Decimal Digits.

This field indicates the number of classroom hours for the program when an employee attends a program during off-duty time.

CLASS HRS DURING OFF-DUTY TIME: 0

PRESENTER/SUPPLIER: ?

This field contains the company or organization who supplied the materials for this class. This field looks up on two files: first, the New Person file, second, the PRSE Program/Class Supplier file.

```
ANSWER WITH NEW PERSON NAME, OR INITIAL, OR SSN, OR NICK NAME
DO YOU WANT THE ENTIRE 611-ENTRY NEW PERSON LIST? Y (YES)
CHOOSE FROM:
  PAIDEMPLOYEE16,NINE
  PAIDEMPLOYEE16,SEVEN
  PAIDEMPLOYEE16,EIGHT
  PAIDEDPRESENTER,FIVE
  PAIDEDPRESENTER,NINE
```

After the software lists the entries in the New Person file, the user can enter an up arrow (^) which begins the display of entries from the PRSE Education Program/Class Supplier file.

```
ANSWER WITH PRSE EDUCATION PROGRAM/CLASS SUPPLIER PRESENTER/SUPPLIER
DO YOU WANT THE ENTIRE 71-ENTRY PRSE EDUCATION PROGRAM/CLASS SUPPLIER LIST? Y
(YES)
CHOOSE FROM:
  ACME
  ACNS ED
  ACOS/E SERVICE
  ACOS/EDUCATION
  AHA
  AMCE EDUCATIONAL TRAINING
```

YOU MAY ENTER A NEW PRSE EDUCATION PROGRAM/CLASS SUPPLIER, IF YOU WISH  
Answer must be 3-30 characters in length

Enter the name of the vendor or supplier of this program (class).  
PRESENTER/SUPPLIER: **ACME**

ACME

Is this the one you want NO// **YES** (YES)

SPONSORING SERVICE: PAIDEDORG,ONE// ?  
Answer must be 3-30 characters in length

The default value for program/class location is obtained from the city and state demographic information associated with presenter/supplier stored in File 452.2.

```
SPONSORING SERVICE: PAIDEDORG,ONE// <RET?
CODE FOR OLDE: NOT CODED// ?
  Please enter status of this program or class
  CHOOSE FROM:
    Y          CODED
    N          NOT CODED
CODE FOR OLDE: NOT CODED// Y CODED
GOVERNMENT FUNDED: GOVERNMENT FUNDED//
  CHOOSE FROM:
    G          GOVERNMENT FUNDED
    E          EMPLOYEE FUNDED
```

This field indicates whether the class was government funded or not.

GOVERNMENT FUNDED: GOVERNMENT FUNDED// <RET>

ROUTINE/NON-ROUTINE: NON-ROUTINE// ??

This field indicates whether or not the class enhances or does not enhance the employee's job qualifications.

CHOOSE FROM:

R ROUTINE

N NON-ROUTINE

ROUTINE/NON-ROUTINE: NON-ROUTINE// R ROUTINE

The following information is used in OLDE transmissions.

ACCREDITING ORGANIZATION: ?

ANSWER WITH PRSE EDUCATION ACCREDITATION ORGANIZATIONS

ACCREDITATION BOARD

DO YOU WANT THE ENTIRE 60-ENTRY PRSE EDUCATION ACCREDITATION ORGANIZATIONS LIST? Y

(YES)

CHOOSE FROM:

AACCN

AMERICAN CRITICAL CARE NURSING

AMERICAN DIETETIC ASSOCIATION

AMERICAN MEDICAL ASSOCIATION

AMERICAN NURSES ASSOCIATION

AMERICAN RED CROSS

This is the name of the accrediting organization for this class.

ACCREDITING ORGANIZATION: AMERICAN NURSES ASSOCIATION

CONTACT HOURS: ?

Type a Number between 0 and 9999.99, 2 Decimal Digits

This field contains the number of contact hours associated with this class.

CONTACT HOURS: 2

C.E.U.s: ?

Type a Number between 0 and 9999.9, 1 Decimal Digit

C.E.U.s: 2

Select SVC REASON: ?

ANSWER WITH SVC REASON

YOU MAY ENTER A NEW SVC REASON, IF YOU WISH

ANSWER WITH PRSE SVC REASONS FOR TRAINING REASON FOR EMPLOYEE TRAINING

DO YOU WANT THE ENTIRE 8-ENTRY PRSE SVC REASONS FOR TRAINING LIST? Y (YES)

CHOOSE FROM:

ANNUAL REVIEW

CONTINUING EDUCATION

DECENTRALIZED INSERVICE

DEVELOP NEW SKILLS

ENHANCE SKILLS

IMPROVE PRESENT PERFORMANCE

MAKE UP CLASS

MANDATORY INSERVICE

This field contains the service's reason for attending this class. The reasons listed in the above display can be edited and expanded through the Service Reason option (refer to Chapter 2 for additional information).

Select SVC REASON: **CONTINUING EDUCATION**  
Select SVC REASON: **ENHANCE SKILLS**  
Select SVC REASON: **<RET>**

Are you entering funding and A/A information into the student's record? NO// ?

Answer YES or NO.

Are you entering funding and A/A information into the student's record? NO// **Y**  
(YES)

STUDENT EXPENSE: ?

Type a Dollar Amount between 0 and 2000, 2 Decimal Digits.

This is the amount, if any, incurred by this employee for a government sponsored program or class.

STUDENT EXPENSE: **50**

DIRECT COST: ?

Type a Dollar Amount between 0 and 9999.99, 2 Decimal Digits.

This field contains the direct government cost (tuition, books, etc.) of the class. Refer to VA Form 5-4691, field 13.

DIRECT COST: **65**

INDIRECT COST: ?

Type a Dollar Amount between 0 and 9999.99, 2 Decimal Digits.

This field contains the indirect government cost (travel, per diem) of the class. Refer to VA Form 5-4691, field 13.

INDIRECT COST: **65**

HOURS A/A REQUESTED: ?

Type a Number between 0 and 999, 0 Decimal Digits.

This field contains the hours of authorized absence requested by an employee to attend a class.

HOURS A/A REQUESTED: **2**

HOURS A/A GRANTED: ?

Type a Number between 0 and 999, 0 Decimal Digits.

This field contains the total hours of authorized absence granted to attend a class.

HOURS A/A GRANTED: **2**

Select FUNDS REQUESTED: ?

ANSWER WITH FUNDS REQUESTED

YOU MAY ENTER A NEW FUNDS REQUESTED, IF YOU WISH  
CHOOSE FROM:

A AIRFARE  
P PER DIEM  
R REGISTRATION  
H HOTEL  
T TRAVEL  
N NONE REQUESTED  
U TUITION



B BOOKS/MATERIALS  
D DIRECT OTHER  
I INDIRECT OTHER

This field indicates intended use of requested funds, (e.g., hotel, registration, etc.)

Select FUNDS REQUESTED: **R** (REGISTRATION)

AMOUNT REQUESTED: **?**

Type a Dollar Amount between 0 and 99999.99, 2 Decimal Digits.

This field stores the total funding (dollar amount) requested by the employee.

AMOUNT REQUESTED: **50**

Select FUNDS REQUESTED: **<RET>**

Select FUNDS AUTHORIZED: **?**

ANSWER WITH FUNDS AUTHORIZED

YOU MAY ENTER A NEW FUNDS AUTHORIZED, IF YOU WISH

CHOOSE FROM:

A AIRFARE  
P PER DIEM  
R REGISTRATION  
H HOTEL  
T TRAVEL  
N NONE REQUESTED  
U TUITION  
B BOOKS/MATERIALS  
D DIRECT OTHER  
I INDIRECT OTHER

This field indicates intended use of authorized funds, (e.g., hotel, airfare).

Select FUNDS AUTHORIZED: **R** (REGISTRATION)

AMOUNT AUTHORIZED: **?**

Type a Dollar Amount between 0 and 99999.99, 2 Decimal Digits.

This field stores the dollar amount authorized by a service to an employee.

AMOUNT AUTHORIZED: **50**

Select FUNDS AUTHORIZED: **<RET>**

C.E.U. COMMENTS:

This is a word-processing field. Enter additional comments regarding program/funding.

1>**THIS CLASS SHOULD BE PRESENTED TO ALL NURSING SUPERVISORS.**

2>**<RET>**

EDIT Option: **<RET>**

EDUCATION UPDATE PAIDEMPLOYEE15,ONE APR 5, 1994

The above display indicates that the record was stored in the PRSE Student Education file.

Select Student Name: **<RET>** The name of another attendee may be entered at this prompt. The software allows the user to edit specific fields which might differ from the first person's record (e.g., accrediting organization, cost).

Select NON-LOCAL C.E. CLASS: <RET>

**Menu Access:**

The Create Non-Local CE and Enter Attendance option is accessed through the Attendance Menu option.

## Modify Past Class Information

### Description:

This option allows a user to edit or delete all records in the PRSE Student Education Tracking file (#452) for a specific class. There are four pieces of data (i.e., training class name, program/class supplier, training type, and the class length in hours) which the user can change and the system will automatically update all student records that are associated with this class.

### Additional Information:

Data edited by this option can be found on the Individual Training and Service Training Reports.

### Menu Display:

Select Package Coordinator Menu Option: **3** Attendance Menu

- 1 Enter/Edit Class Attendance
- 2 Create Non-Local CE and Enter Attendance
- 3 Modify Past Class Information
- 4 Quick Attendance Update of Past/Purged Classes
- 5 Quick Mandatory Training (MI) Update

### Screen Prints:

Select Attendance Menu Option: **3** Modify Past Class Information

Select one of the following:

- |   |                             |
|---|-----------------------------|
| M | Mandatory Training (MI)     |
| C | Continuing Education        |
| O | Other/Miscellaneous         |
| W | Ward/Unit-Location Training |
| A | All                         |

Select A Training Type: **?**

This field pre-selects the type of class for the purpose of decreasing the listing of classes displayed in the help. If this sort was not placed in the software, the listing of classes would be enormous and definitely not user friendly.

Enter a code from the list.

Select one of the following:

- |   |                             |
|---|-----------------------------|
| M | Mandatory Training (MI)     |
| C | Continuing Education        |
| O | Other/Miscellaneous         |
| W | Ward/Unit-Location Training |
| A | All                         |

Select a Training Type: **C** Continuing Education

Select TRAINING CLASS: **?**

Education Tracking

This display lists both local and non-local continuing education classes.

```
ANSWER WITH PRSE STUDENT EDUCATION TRACKING PROGRAM/CLASS TITLE
DO YOU WANT THE ENTIRE PRSE STUDENT EDUCATION TRACKING LIST? Y (YES)
CHOOSE FROM:
ANNUAL PRACTITIONER'S SEMINAR & CLAMBAKE      NURSING SERVICE
AVI PUMP      NURSING SERVICE
BUDGETS IN NURSING      NURSING SERVICE
CARING FOR THE GERIATRIC PATIENT      NURSING SERVICE
CLINICAL POTPOURRI      NURSING SERVICE
COURTEOUS INTERACTIONS      NURSING SERVICE
'^' TO STOP: ^
```

```
Select TRAINING CLASS: COURTEOUS INTERACTIONS      NURSING SERVICE
TRAINING CLASS: COURTEOUS INTERACTIONS  Replace ?
```

This response can be free text.

```
TRAINING CLASS: COURTEOUS INTERACTIONS  Replace <RET>
PRESENTER/SUPPLIER: ?
```

This field contains the company or organization who supplied the materials for this class. This field looks up on two files: first, the New Person file, second, the PRSE Program/Class Supplier file.

```
ANSWER WITH NEW PERSON NAME, OR INITIAL, OR SSN, OR NICK NAME
DO YOU WANT THE ENTIRE 611-ENTRY NEW PERSON LIST? Y (YES)
CHOOSE FROM:
PAIDEMPLOYEE16,NINE
PAIDEMPLOYEE16,SEVEN
PAIDEMPLOYEE16,EIGHT
PAIDEMPLOYEE15,SIX
PAIDEMPLOYEE17,TEN
'^' TO STOP: ^
```

After the software lists the entries in the New Person file, the user can enter an up arrow (^) which begins the display of entries from the PRSE Education Program/Class Supplier file.

```
ANSWER WITH PRSE EDUCATION PROGRAM/CLASS SUPPLIER PRESENTER/SUPPLIER
DO YOU WANT THE ENTIRE 71-ENTRY PRSE EDUCATION PROGRAM/CLASS SUPPLIER LIST? Y
(YES)
CHOOSE FROM:
ACOS/E SERVICE
ACOS/EDUCATION
AHA
AMCE EDUCATIONAL TRAINING
BAXTER'S MEDICAL SUPPLIES
DAWSON'S EDUCATIONAL PROGRAMS
DEBBIE'S EDUCATIONAL MATERIALS
DIETETIC SERVICE
'^' TO STOP: ^
```

YOU MAY ENTER A NEW PRSE EDUCATION PROGRAM/CLASS SUPPLIER, IF YOU WISH  
Answer must be 3-30 characters in length

When laygo to the PRSE Education Program/Class Supplier file is turned on in the PRSE Parameters file, the following message will display:

Enter the name of the vendor or supplier of this program (class).  
This field contains the name of the company or organization who supplied the program or class.

When laygo to the PRSE Education Program/Class Supplier file is turned off in the PRSE Parameters file, the following message will display:

NEW ENTRIES CANNOT BE ADDED TO THE SUPPLIER/PRESENTER FILE FROM THIS OPTION  
CONTACT THE EDUCATION PACKAGE COORDINATOR OR IRM

PRESENTER/SUPPLIER: **PAIDEDPRESENTER,SIX**

Is this the one you want? NO//Y (YES)

Select one of the following:

M	Mandatory Training (MI)
C	Continuing Education
O	Other/Miscellaneous
W	Ward/Unit-Location Training

This is the type of training, (e.g., mandatory training, continuing education, ward inservice, other inservice).

SELECT A TRAINING TYPE: Continuing Education// **<RET>**

PRSE PROGRAM/CLASS LENGTH HRS: ? This is the field which is going to be edited.

Type a Number between 0 and 9999.99, 2 Decimal Digits.

This is the length of the class in hours.

PRSE PROGRAM/CLASS LENGTH HRS: **4**

..

Select TRAINING CLASS: **<RET>**

### **Menu Access:**

The Modify Past Class Information option is accessed through the Attendance Menu option.

## Quick Attendance Update of Past/Purged Classes

### Description:

This option allows the user to create and edit an employee record in the PRSE Student Education Tracking file (#452) when past classes are purged from the PRSE Program/Class file (452.1).

### Additional Information:

This option is to be used when the name of the class is no longer found in the display list of the PRSE Program/Class file through either the Class File Edit option or the options found in the Enter Edit Class Information menu. The data edited by this option is reflected in appropriate service and individual training reports.

### Menu Display

Select Package Coordinator Menu Option: 3 Attendance Menu

- 1 Enter/Edit Class Attendance
- 2 Create Non-local CE and Enter Attendance
- 3 Modify Past Class Information
- 4 Quick Attendance Update of Past/Purged Classes
- 5 Quick Mandatory Training (MI) Update

### Screen Prints:

Select Attendance Menu Option: 4 Quick Attendance Update of Past/Purged Classes

Select one of the following:

- |        |                             |
|--------|-----------------------------|
| M      | Mandatory Training          |
| (MI) C | Continuing Education        |
| O      | Other/Miscellaneous         |
| W      | Ward/Unit-Location Training |

Select a Training Type: ?

This field assists the user to pre-select the type of class for the purpose of decreasing the listing of classes displayed in the help. If this sort was not placed in the software, the listing of classes would be enormous and definitely not user friendly.

Enter a code from the list.

Select one of the following:

- |        |                             |
|--------|-----------------------------|
| M      | Mandatory Training          |
| (MI) C | Continuing Education        |
| O      | Other/Miscellaneous         |
| W      | Ward/Unit-Location Training |

Select a Training Type: Continuing Education

Select TRAINING CLASS: ?

This display lists the local and continuing education classes.

ANSWER WITH PRSE STUDENT EDUCATION TRACKING PROGRAM/CLASS TITLE  
DO YOU WANT THE ENTIRE PRSE STUDENT EDUCATION TRACKING LIST? Y (YES)  
CHOOSE FROM:

5TH NURSING INFORMATICS NURSING SERVICE  
AONE NURSING SERVICE  
BUDGETS IN NURSING NURSING SERVICE  
CARING FOR THE GERIATRIC PATIENT NURSING SERVICE  
CLINICAL POTPOURRI NURSING SERVICE  
COURTEOUS INTERACTIONS NURSING SERVICE  
CREATIVE WAYS OF TEACHING NURSING SERVICE  
DHCP BASIC USER NURSING SERVICE

Select TRAINING CLASS: CLINICAL POTPOURRI NURSING SERVICE

Select CLASS DATE: JUN 30, 1993// ?  
JUN 30, 1993

This is the scheduled start date/time for the class.

Select CLASS DATE: JUN 30, 1993// <RET> (JUN 30, 1993)

Select Student Name: ?

ANSWER WITH NEW PERSON NAME, OR INITIAL, OR SSN, OR NICK NAME  
DO YOU WANT THE ENTIRE NEW PERSON LIST? Y (YES)  
CHOOSE FROM: PAIDEMPLOYEE16,NINE

PAIDEMPLOYEE16,SEVEN  
PAIDEMPLOYEE16,EIGHT  
PAIDEMPLOYEE15,SIX 000000156  
PAIDEMPLOYEE17,TEN  
'^' TO STOP: ^

Select Student Name: PAIDEMPLOYEE15,ONE 000000151

ENDING DATE: JUN 30, 1993// ?

This is the scheduled end date/time for the class.

ENDING DATE: JUN 30, 1993// <RET> (JUN 30, 1993)

SOURCE OF TRAINING: VA// ?

CHOOSE FROM:

1 VA  
2 INTERAGENCY  
3 NON-GOVERNMENT (Designed for VA)  
4 NON-GOVERNMENT (e.g. Institution, Company or University)  
5 STATE OR LOCAL GOVERNMENT

This field identifies the source of funding for the class.

SOURCE OF TRAINING: VA// <RET>

CLASS CATEGORY: OTHER (Trade/Craft)// ?

5.17

This field categorizes a specific class or program. Refer to page 3.1 for additional information.

ANSWER WITH PRSE EDUCATION PROGRAM/CLASS CATEGORY PROGRAM CATEGORY, OR PAID CODE

DO YOU WANT THE ENTIRE 91-ENTRY PRSE EDUCATION PROGRAM/CLASS CATEGORY LIST? Y (YES)

CHOOSE FROM:

ADJUDICATION (Spe/Tec)	5C	
ADVANCED SUPERVISORY TRAINING (Sup.)	2A	
ARITHMETIC (Basic Ed.)	92	
BASIC TRAINING IN FEDERAL LABOR-MGMT. REL. (Adm.)	46	
BASIC TRAINING IN FEDERAL LABOR-MGMT. REL. (Exec.)	16	
BASIC TRAINING IN FEDERAL LABOR-MGMT. REL. (Sup.)	23	
BOILER OR AIR COND. OPERATION (Trade/Craft)	77	
BRAILLE (Basic Ed.)	94	
CARPENTRY (Trade/Craft)	74	
COMPLETES 40-HOUR REQUIREMENT (Sup.)	27	
COMPLETES 80-HOUR REQUIREMENT (Sup.)	29	
COMPUTER OPERATING (Clerical)	66	
COMPUTER PROGRAMMING (Spec.)	57	
CONTRACT ADMINISTRATION (Adm.)	48	
CONTRACT ADMINISTRATION (Exec.)	18	
CONTRACT ADMINISTRATION (Sup.)	25	
CONTRACT NEGOTIATIONS (Adm.)	47	
CONTRACT NEGOTIATIONS (Exec.)	17	
CONTRACT NEGOTIATIONS (Sup.)	24	
CPR TRAINING (Spec/Tec)	5F	
DISABL.VET./HANDICAPPED/VIETNAM ERA EMPLOY. (Sup.)	22	

'^' TO STOP: ^

CLASS CATEGORY: OTHER (Trade/Craft)// <RET> (OTHER (Trade/Craft))

PURPOSE OF TRAINING: ?

This field contains the reason this program/class is given. Refer to 3.1 for additional information.

ANSWER WITH PRSE EMPLOYEE PURPOSE OF TRAINING PAID CODE

CHOOSE FROM:

ADULT BASIC EDUCATION	9	
DEVELOP NEW SKILLS	6	
EMPLOYEE FINANCED	10	
IMPROVE PRESENT PERFORMANCE	4	
MEET FUTURE STAFFING NEEDS	5	
MISSION OR PROGRAM CHANGE	1	
NEW TECHNOLOGY	2	
NEW WORK ASSIGNMENT	3	
ORIENTATION	8	
TRADE OR CRAFT APPRENTICESHIP	7	

PURPOSE OF TRAINING: **NEW TECHNOLOGY** 2

PRSE PROGRAM/CLASS LENGTH HRS: 1// ?

Indicate class hours by typing a Number between 0 and 9999.99, 2 Decimal Digits.

This field contains the length of the class in whole hours.

PRSE PROGRAM/CLASS LENGTH HRS: 1// <RET>



CLASS HRS DURING ON-DUTY TIME: 1// ?

Indicate on duty hours by entering a Number between 0 and 9999, 0 Decimal Digits.

The value entered into this field equates to the number of classroom hours for the program when an employee attends the class during on-duty time.

CLASS HRS DURING ON-DUTY TIME: 1// <RET>

CLASS HRS DURING OFF-DUTY TIME: ?

Indicate off duty hours by entering a Number between 0 and 9999, 0 Decimal Digits.

This field indicates the number of classroom hours for the program when an employee attends a program during off-duty time.

CLASS HRS DURING OFF-DUTY TIME: <RET>

PRESENTER/SUPPLIER: ?

This field contains the company or organization who supplied the materials for this class. This field looks up on two files: first, the New Person file, second, the PRSE Program/Class Supplier file.

ANSWER WITH NEW PERSON NAME, OR INITIAL, OR SSN, OR NICK NAME

DO YOU WANT THE ENTIRE 611-ENTRY NEW PERSON LIST? **Y** (YES)

CHOOSE FROM:

PAIDEMPLOYEE16,NINE  
PAIDEMPLOYEE16,SEVEN  
PAIDEMPLOYEE16,EIGHT  
PAIDEMPLOYEE15,SIX  
PAIDEMPLOYEE17,TEN

After the software lists the entries in the New Person file, the user can enter an up arrow (^) which begins the display of entries from the PRSE Education Program/Class Supplier file.

ANSWER WITH PRSE EDUCATION PROGRAM/CLASS SUPPLIER PRESENTER/SUPPLIER

DO YOU WANT THE ENTIRE 72-ENTRY PRSE EDUCATION PROGRAM/CLASS SUPPLIER LIST? **Y** (YES)

CHOOSE FROM:

ACNS/E  
ACOS/E SERVICE  
AHA  
AMCE EDUCATIONAL TRAINING

When laygo to the PRSE Education Program/Class Supplier file is turned on in the PRSE Parameters file, the following message will display:

Enter the name of the vendor or supplier of this program (class).

This field contains the name of the company or organization who supplied the program or class.

The answer must be 3-30 characters in length.

When laygo to the PRSE Education Program/Class Supplier file is turned off in the PRSE Parameters file, the following message will display:

NEW ENTRIES CANNOT BE ADDED TO THE SUPPLIER/PRESENTER FILE FROM THIS OPTION  
CONTACT THE EDUCATION PACKAGE COORDINATOR OR IRM

PRESENTER/SUPPLIER: **PAIDEDPRESENTER,SIX**  
Is this the one you want? NO// **Y** (YES)  
SPONSORING SERVICE: PAIDEDSPONSOR,TWO// ?  
Answer must be 3-30 characters in length.

This field indicates where the class is being presented.

SPONSORING SERVICE: PAIDEDSPONSOR,TWO// **<RET>**  
CODE FOR OLDE: NOT CODED// ?  
Please enter the status of this program or class.  
CHOOSE FROM:  
Y CODED  
N NOT CODED  
CODE FOR OLDE: NOT CODED// **Y** CODED  
GOVERNMENT FUNDED: GOVERNMENT FUNDED// ?  
CHOOSE FROM:  
G GOVERNMENT FUNDED  
E EMPLOYEE FUNDED

This field indicates if the class is government funded or not.

GOVERNMENT FUNDED: GOVERNMENT FUNDED// **<RET>**  
ROUTINE/NON-ROUTINE: NON-ROUTINE// ?  
Enter (R)outine if class does not enhance employee's job qualifications,  
or (N)on-Routine if the opposite is true.  
CHOOSE FROM:  
R ROUTINE  
N NON-ROUTINE  
ROUTINE/NON-ROUTINE: NON-ROUTINE

ACCREDITING ORGANIZATION: ?  
ANSWER WITH PRSE EDUCATION ACCREDITATION ORGANIZATIONS  
ACCREDITATION BOARD  
DO YOU WANT THE ENTIRE 20-ENTRY PRSE EDUCATION ACCREDITATION ORGANIZATIONS  
LIST? **Y**  
(YES)  
CHOOSE FROM:  
AACCN  
AMERICAN CRITICAL CARE NURSING  
AMERICAN DIETETIC ASSOCIATION  
AMERICAN MEDICAL ASSOCIATION  
AMERICAN NURSES ASSOCIATION  
AMERICAN RED CROSS  
DELAWARE NURSES ASSOCIATION  
ILLINOIS NURSES ASSOCIATION  
IOWA BOARD OF NURSING  
JCAHO  
TEXAS NURSES ASSOCIATION

This field contains the name of the organization accrediting the program.

ACCREDITING ORGANIZATION: **AMERICAN NURSES ASSOCIATION**  
CONTACT HOURS: ?  
Type a Number between 0 and 9999.99, 2 Decimal Digits.

This field contains the number of contact hours associated with the class.

CONTACT HOURS: .5

C.E.U.s: 1// ?

Type a Number between 0 and 9999.9, 1 Decimal Digit.

This is the number of continuing education units associated with this class.

C.E.U.s: 1// <RET>

Select SVC REASON: ?

This field contains the service's reason for attending this class. The reasons listed in the above display can be edited and expanded through the Service Reason option (refer to Chapter 2 for additional information).

ANSWER WITH SVC REASON:

ENHANCE SKILLS

YOU MAY ENTER A NEW SVC REASON, IF YOU WISH

ANSWER WITH PRSE SVC REASONS FOR TRAINING REASON FOR EMPLOYEE TRAINING

DO YOU WANT THE ENTIRE 7-ENTRY PRSE SVC REASONS FOR TRAINING LIST? Y (YES)

CHOOSE FROM:

ANNUAL REVIEW

CONTINUE EDUCATION

CREDENTIALING

DECENTRALIZED INSERVICE

DEVELOP NEW SKILLS

ENHANCE SKILLS

IMPROVE PRESENT PERFORMANCE

MANDATORY INSERVICE

Select SVC REASON: **IMPROVE PRESENT PERFORMANCE**

Select SVC REASON: <RET>

Are you entering funding and A/A information into the student's record? NO// ?

Answer YES or NO.

Are you entering funding and A/A information into the student's record? NO// Y

(YES)

STUDENT EXPENSE: ?

Type a Dollar Amount between 0 and 2000, 2 Decimal Digits.

This is the amount, if any, incurred by this employee for a government sponsored program or class.

STUDENT EXPENSE: 20

DIRECT COST: ?

Type a Dollar Amount between 0 and 9999.99, 2 Decimal Digits.

This field contains the direct government cost (tuition, books, etc.) of the class.

DIRECT COST: 20

INDIRECT COST: ?

Type a Dollar Amount between 0 and 9999.99, 2 Decimal Digits.

This field contains the indirect government cost (travel, per diem) of the class.

INDIRECT COST: 20

HOURS A/A REQUESTED: ?

Type a Number between 0 and 999, 0 Decimal Digits.

This field contains the hours of authorized absence requested by the employee to attend a class.

HOURS A/A REQUESTED: 8

HOURS A/A GRANTED: ?

Type a Number between 0 and 999, 0 Decimal Digits.

This field contains the total hours of authorized absence granted to attend a class.

HOURS A/A GRANTED: 8

Select FUNDS REQUESTED: ?

ANSWER WITH FUNDS REQUESTED

YOU MAY ENTER A NEW FUNDS REQUESTED, IF YOU WISH

CHOOSE FROM:

A AIRFARE  
P PER DIEM  
R REGISTRATION  
H HOTEL  
T TRAVEL  
N NONE REQUESTED  
U TUITION  
B BOOKS/MATERIALS  
D DIRECT OTHER  
I INDIRECT OTHER

This field indicates intended use of requested funds, e.g., hotel, registration, etc.

Select FUNDS REQUESTED: R (REGISTRATION)

AMOUNT REQUESTED: ?

Type a Dollar Amount between 0 and 99999.99, 2 Decimal Digits.

This field stores the total funding (dollar amount) requested by the employee.

AMOUNT REQUESTED: 20

Select FUNDS REQUESTED: <RET>

Select FUNDS AUTHORIZED: ?

ANSWER WITH FUNDS AUTHORIZED

YOU MAY ENTER A NEW FUNDS AUTHORIZED, IF YOU WISH

CHOOSE FROM:

A AIRFARE  
P PER DIEM  
R REGISTRATION  
H HOTEL  
T TRAVEL  
N NONE REQUESTED  
U TUITION  
B BOOKS/MATERIALS  
D DIRECT OTHER  
I INDIRECT OTHER

This field indicates intended use of authorized funds, e.g., hotel, airfare.

Select FUNDS AUTHORIZED: **R** (REGISTRATION)

AMOUNT AUTHORIZED: **?**

Type a Dollar Amount between 0 and 99999.99, 2 Decimal Digits.

This field stores the dollar amount authorized by a service to an employee.

AMOUNT AUTHORIZED: **20**

Select FUNDS AUTHORIZED: **<RET>**

C.E.U. COMMENTS:

This is a word-processing field.

Enter additional comments regarding program/funding.

1>**INTERESTING SEMINAR ON PROVIDING CARE FOR THE NEW GENERAL SURGERY POST-OP.**

2>**<RET>**

EDIT Option: **<RET>**

CLINICAL POTPOURRI PAIDEMPLOYEE15,ONE JUN 30, 1993

Select Student Name: **<RET>**

Select TRAINING CLASS: **<RET>**

### **Menu Access:**

The Quick Attendance Update of Past/Purged Classes is accessed through the Attendance Menu option.

## Quick Mandatory Training (MI) Update

### Description:

This option allows an easy way to credit employee attendance at multiple mandatory training (MI) classes. The information displayed in this option is obtained from records in the PAID Employee file (#450) and the PRSE Student Education Tracking file (#452). Updated employee attendance is stored in the PRSE Student Education Tracking file (#452). This option should not be used for contract employees such as Fee Basis because the names of these individuals are not entered in the PAID Employee file.

### Additional Information:

It is strongly suggested that the user create the required class through the Enter/Edit Mandatory Training (MI Expanded) option and complete all fields including the Program Category and the Ending Date/Time fields. If program category has not been filed in, the Quick Mandatory Training (MI) Update option prompts the users to enter the program category.

When a class is associated with a hospital-wide review group and the program category field has been completed, the program category data will be silently stuffed into the attendee's record when the employee is associated with the class. The program category is also silently stuffed into a person's record when the service creating the class is identical with the attendee's service entry in File 450. If the service associated with the class is different from the attendee's service (and the class is not associated with a hospital-wide review group), the software will prompt the user to enter a correct program category for the attendee. The software continues to store that program category entry until the service for another employee changes.

Information on the mandatory inservice records created by this option can be found in the Service Mandatory Training (MI) Deficiency Report, the Service Training Report, the Individual Training Report, and the Individual Mandatory Training (MI) Deficiency Report. Attendance at required classes for contract employees should be entered through the Enter/Edit Class Attendance option.

### Menu Display:

Select Package Coordinator Menu Option: 3 Attendance Menu

- 1 Enter/Edit Class Attendance
- 2 Create Non-Local CE and Enter Attendance
- 3 Modify Past Class Information
- 4 Quick Attendance Update of Past/Purged Classes
- 5 Quick Mandatory Training (MI) Update

## Screen Prints:

Select Attendance Menu Option: **5** Quick Mandatory Training (MI) Update

### 1. Example: Crediting attendance

Date Class Attended: APR 7, 1994// **<RET>** (APR 07, 1994)

Select Student Name: ?

ANSWER WITH NEW PERSON NAME, OR INITIAL, OR SSN, OR NICK NAME

DO YOU WANT THE ENTIRE NEW PERSON LIST? **Y** (YES)

CHOOSE FROM:

```
PAIDEMPLOYEE16,NINE      000000169
PAIDEMPLOYEE16,SEVEN     000000167
PAIDEMPLOYEE16,EIGHT    000000168
PAIDEMPLOYEE15,SIX      000000156
PAIDEMPLOYEE17,TEN      000000170
```

.  
.
.

Select Student Name: **PAIDEMPLOYEE16,EIGHT** 000000168

Enter any employee name.

MANDATORY TRAINING CLASS	DATE LAST ATTENDED
1. CPR	OCT 19, 1993
2. OBSTRUCTED AIRWAY	OCT 19, 1993
3. BLOOD ADMINISTRATION	OCT 19, 1993
4. FIRE SAFETY	OCT 19, 1993
5. RADIATION HAZARD	OCT 19, 1993
6. INFECTION CONTROL	OCT 19, 1993
7. PATIENT ABUSE	OCT 19, 1993
8. PROTECTIVE DEVICES	OCT 19, 1993
9. BIOETHICS	OCT 19, 1993
10. DISTURBED BEHAVIOR	OCT 19, 1993
11. ADP SECURITY	NOV 9, 1993
12. ALL	

Select TRAINING Class(es) to be added: ?

Make a selection from the screen display, a range of numbers can be selected by using a HYPHEN, multiple selections can be made by separating them by COMMAS, select ALL or '^' to exit.

E.G. 1 1-2 1,3 1-2,4-5 1,3-4 ALL

Are examples of valid selections

Select TRAINING Class(es) to be added: **1,3,4**

The following list denotes that the classes were recorded in the employee's PRSE Student Education File

CPR PAIDEMPLOYEE16,EIGHT APR 7, 1994

BLOOD ADMINISTRATION PAIDEMPLOYEE16,EIGHT APR 7, 1994

FIRE SAFETY PAIDEMPLOYEE16,EIGHT APR 7, 1994

Select Student Name: <RET>

Date Class Attended: <RET>

## 2. Example: Deleting attendance

Date Class Attended: APR 7, 1994// <RET> (APR 07, 1994)

Select Student Name: PAIDEMPLOYEE16,EIGHT 000000168

Enter any employee name.

MANDATORY TRAINING CLASS	DATE LAST ATTENDED
1. CPR	APR 7, 1994
2. OBSTRUCTED AIRWAY	OCT 19, 1993
3. BLOOD ADMINISTRATION	APR 7, 1994
4. FIRE SAFETY	APR 7, 1994
5. RADIATION HAZARD	OCT 19, 1993
6. INFECTION CONTROL	OCT 19, 1993
7. PATIENT ABUSE	OCT 19, 1993
8. PROTECTIVE DEVICES	OCT 19, 1993
9. BIOETHICS	OCT 19, 1993
10. DISTURBED BEHAVIOR	OCT 19, 1993
11. ADP SECURITY	NOV 9, 1993
12. ALL	

Select TRAINING Class(es) to be added: 4

DAWSON,MICHELLE has completed FIRE SAFETY on APR 7, 1994  
Do you want to [D]elete or [E]dit this entry? D

\*\* Entry Deleted\*\*

Select Student Name: <RET>

Date Class Attended: <RET>

## 3. Example: Editing the attendance record

Date Class Attended: APR 7, 1994// <RET> (APR 07, 1994)

Select Student Name: PAIDEMPLOYEE16,EIGHT 000000168

Enter any employee name.



## MANDATORY TRAINING CLASS

DATE LAST ATTENDED

---

1. CPR	APR 7, 1994
2. OBSTRUCTED AIRWAY	OCT 19, 1993
3. BLOOD ADMINISTRATION	APR 7, 1994
4. FIRE SAFETY	OCT 19, 1993
5. RADIATION HAZARD	OCT 19, 1993
6. INFECTION CONTROL	OCT 19, 1993
7. PATIENT ABUSE	OCT 19, 1993
8. PROTECTIVE DEVICES	OCT 19, 1993
9. BIOETHICS	OCT 19, 1993
10. DISTURBED BEHAVIOR	OCT 19, 1993
11. ADP SECURITY	NOV 9, 1993
12. ALL	

Select TRAINING Class(es) to be added: 2

PAIDEMPLOYEE16,EIGHT has completed FIRE SAFETY on APR 7, 1994  
Do you want to [D]elete or [E]dit this entry? **E**

Any of the following field values can be edited by entering the correct information behind the //.

BEGINNING DATE: APR 7, 1994// <RET>

ENDING DATE: APR 7, 1994// <RET>

CLASS CATEGORY: MEDICAL - NURSES// <RET>

Select SVC REASON: MANDATORY TRAINING// <RET>

PRSE PROGRAM/CLASS LENGTH HRS: 1// <RET>

PROGRAM/CLASS LOCATION: PAIDEDSPONSOR,ONE// <RET>

GOVERNMENT FUNDED: GOVERNMENT FUNDED// <RET>

ROUTINE/NON-ROUTINE: ROUTINE// <RET>

Select Student Name: <RET>

Select Class Attended: <RET>

### Menu Access:

The Quick Mandatory Training (MI) Update option is accessed through the Attendance Menu option.

# Chapter 6: Reports

## **Description:**

This menu allows the user to print class reports, education calendars, MI deficiency reports, registration rosters, and reports which list the employee's associated mandatory training groups and required classes. Data is stored in the PRSE Student Education Tracking file (#452) and the PRSE Education Registration file (#452.8).

## **Additional Information:**

The data used in these reports was entered through the following options after registration or attendance was taken either through the Class Registration Enter/Delete option, the Enter/Edit Attendance option or an appropriate option listed below:

1. Enter/Edit Mandatory Training (MI/Brief) option,
2. Enter/Edit Mandatory Training (MI/Expanded) option,
3. Enter/Edit Local Continuing Education option,
4. Enter/Edit Other/Miscellaneous Training option,
5. Enter/Edit Ward/Unit-Location option,
6. Create Non-local CE and Enter Attendance option,
7. Quick Attendance Update of Past/Purged Classes option,
8. Modify Past Class Information option,
9. Quick Mandatory Training (MI) Update option, and the
10. Self Registration Enter/Delete

Reports can be printed in either an 80 column or 132 column format. The 80 column format prints only the first 25 characters of the class name on the report. The 132 column format prints the entire class name on the report.

## **Menu Display:**

Select Package Coordinator Menu Option: **4** Reports Menu

- 1 Class Registration Calendar Report
- 2 Class Registration Roster Report
- 3 Service Mandatory Training (MI) Deficiency Report
- 4 Service Training Report
- 5 Employee Mandatory Training Group/Class Report
- 6 OLDE Training Coding Report
- 7 Individual Training Report
- 8 Individual Mandatory Training (MI) Deficiency

**Menu Access:**

The Reports Menu option is accessed through the Package Coordinator Menu option and the Education Tracking Instructor Menu option.

**Class Registration Calendar Report****Description:**

This option prints a listing of present and future classes by date or class title. Data used in this report is stored in the PRSE Education Registration file (#452.8).

**Additional Information:**

Classes with past dates will not show on this report.

**Menu Display:**

Select Package Coordinator Menu Option: **4** Reports Menu

- 1 Class Registration Calendar Report
- 2 Class Registration Roster Report
- 3 Service Mandatory Training (MI) Deficiency Report
- 4 Service Training Report
- 5 Employee Mandatory Training Group/Class Report
- 6 OLDE Training Coding Report
- 7 Individual Training Report
- 8 Individual Mandatory Training (MI) Deficiency

**Screen Prints:**

Select Reports Menu Option: **1** Class Registration Calendar Report

Select one of the following:

- C Calendar Year
- F Fiscal Year
- S Selected Date Range

Select a Sort Parameter: **?**

Enter a code from the list.

Select one of the following:

- C Calendar Year
- F Fiscal Year
- S Selected Date Range

Select a Sort Parameter: **Calendar Year**

Select Calendar Year: 1994// **?**

This response must be a year i.e. 1990.

Only present and future classes will show on this report. Classes with past dates will not appear.

Select Calendar Year: 1994// <RET>

This is an example of how to print a Class Registration Calendar Report sorted by Class Title:

Select one of the following:

D	Date/Time
C	Class Title

Select Sort Parameter(s): ?

Enter a code from the list.

Select one of the following:

D	Date/Time
C	Class Title

Select Sort Parameter(s): Class Title

Select SERVICE (Press Return for all Services): ?

The Service prompt is displayed only when the user holds the PRSE CORD key. When the user holds the PRSE SUP key, the service defaults to the user's service and the prompt is not displayed.

ANSWER WITH PAID COST CENTER/ORGANIZATION NAME  
DO YOU WANT THE ENTIRE 56-ENTRY PAID COST CENTER/ORGANIZATION LIST? Y (YES)  
CHOOSE FROM:

- A & M MGT
- AMBULATORY CARE
- ANESTHESIOLOGY
- AUDIOLOGY
- BLIND REHAB
- CHAPLAIN
- CHIEF OF STAFF
- DENTAL
- DERMATOLOGY
- DIALYSIS
- DIETETICS
- DOMICILIARY CARE
- EDUCATION
- ENGINEERING
- FISCAL
- GENERAL COUNSEL
- '^^ TO STOP: ^

This is the service that is associated with the classes.

Select SERVICE (Press Return for all Services): <RET>

DEVICE: HOME// Enter appropriate device

NOV 8, 1994

CLASS REGISTRATION CALENDAR

PAGE: 1

CLASS TITLE	START DATE	TYPE	LENGTH	LOCATION	SERVICE
ADPAC CONFERANCE	11/12/94	M	.7	PAIDEDSPONSOR,ONE	NURSING SERVICE
BIOETHICS	11/18/94	M	2.5	PAIDEDSPONSOR,ONE	NURSING SERVICE
FIRE AND SAFETY REV	11/16/94	M	1.78	PAIDEDSPONSOR,ONE	NURSING SERVICE

Press RETURN to continue or '^' to exit:

This is an example of how to print a Class Registration Calendar Report sorted by date/time:

Select one of the following:

C	Calendar Year
F	Fiscal Year
S	Selected Date Range

Select a Sort Parameter: **C**alendar Year

Select Calendar Year: 1994// **<RET>**

Select one of the following:

D	Date/Time
C	Class Title

Select Sort Parameter: **D**ate/Time

Select SERVICE (Press Return for all Services): **<RET>**

The Service prompt is displayed only when the user holds the PRSE CORD key. When the user holds the PRSE SUP key, the service defaults to the user's service and the prompt is not displayed.

DEVICE: HOME// Enter appropriate device

NOV 8, 1994

CLASS REGISTRATION CALENDAR

PAGE: 1

START DATE	CLASS TITLE	TYPE	LENGTH	LOCATION	SERVICE
11/12/94	ADPAC CONFERANCE	M	.7	PAIDEDSPONSOR,ONE	NURSING SERVICE
11/16/94	FIRE AND SAFETY REV	M	1.78	PAIDEDSPONSOR,ONE	NURSING SERVICE
11/18/94	BIOETHICS	M	2.5	PAIDEDSPONSOR,ONE	NURSING SERVICE

Press RETURN to continue or '^' to exit:

**Menu Access:**

The Class Registration Calendar Report option is accessed through the Reports Menu option.

## Class Registration Roster Report

### Description:

This option prints a list of students that are registered for any type of class. Non-local C.E. registration is the one exception since users cannot preregister for this type of class. Data is printed from the PRSE Education Registration file (#452.8).

### Additional Information:

The data in this report is entered through the Class Registration option. This report can be used as a sign-in sheet for people attending the class. Blank lines are provided at the end of the report to assist with documenting last minute attendees. When no individual preregisters, the report still prints a sign-in sheet.

### Menu Display:

Select Package Coordinator Menu Option: **4** Reports Menu

- 1 Class Registration Calendar Report
- 2 Class Registration Roster Report
- 3 Service Mandatory Training (MI) Deficiency Report
- 4 Service Training Report
- 5 Employee Mandatory Training Group/Class Report
- 6 OLDE Training Coding Report
- 7 Individual Training Report
- 8 Individual Mandatory Training (MI) Deficiency

### Screen Prints:

Select Reports Menu Option: **2** Class Registration Roster Report

CLASS NAME: ?

ANSWER WITH PRSE PROGRAM/CLASS PROGRAM/CLASS TITLE, OR  
TYPE OF EDUCATION

DO YOU WANT THE ENTIRE PRSE PROGRAM/CLASS LIST? **Y** (YES)

CHOOSE FROM:

5TH NURSING INFORMATICS	NURSING SERVICE
BIOETHICS	NURSING SERVICE
SICU ELECTRICAL SAFETY	NURSING SERVICE
TDC TEST	NURSING SERVICE

CLASS NAME: **BIOETHICS** NURSING SERVICE

...OK? YES// **<RET>** (YES)

Select DATE: NOV 18, 1994// ?

ANSWER WITH START DATE/TIME OF CLASS

CHOOSE FROM:

11-18-1994

Select DATE: NOV 18, 1994// **<RET>** NOV 18, 1994

DEVICE: Enter appropriate device

NAME	SSN	SERVICE	TITLE	INITIALS*
------	-----	---------	-------	-----------

BIOETHICS NOV 18, 1994

PAIDEMPLOYEE15,EIGHT	000-00-0158	NURSING SERVICE		----
PAIDEMPLOYEE16,SIX	000-00-0166	NURSING SERVICE	COMPUTER SPECIA	----
PAIDEMPLOYEE15,ONE	000-00-0151	NURSING SERVICE	COMPUTER SPECIA	----
PAIDEMPLOYEE16,TWO	000-00-0162	NURSING SERVICE	COMPUTER SPECIA	----
PAIDEMPLOYEE15,TEN	000-00-0150	NURSING SERVICE	COMPUTER SPECIA	----

Press RETURN to continue or '^' to exit:

\* Note: When the report is printed to a 132 column device, initials changes to signature.

**Menu Access:**

The Class Registration Roster Report option is accessed through the Reports Menu option.



## Service Mandatory Training (MI) Deficiency Report

### Description:

This option allows the user to print a report of required classes not attended by the employee. Courses not attended as required are designated as deficiencies. Attendance data used to calculate this report is stored in the PRSE Student Education Tracking file. This data is checked against required classes located in the employee's record in File #450 and the class information existing in the PRSE Program/Class file (#452.1). The MI class name must be found in File #452.1. If the name has been deleted from this file then the MI class will never appear on this report.

### Additional Information:

Attendance data used to calculate this report is entered through any of the several options which allow editing of mandatory or required inservice training. The report displays data for a fiscal or calendar year, for one or all hospital services, and for a single class or all classes. This option does not display projected deficiencies (i.e., those classes that technically are not yet identified as deficient but still have to be taken at a future time during the fiscal or calendar year). Only the names of current employees (as indicated in File #450) are reflected in this report. The percentage of compliance for all MI classes is calculated through the following formula:

$$\frac{\text{\# of individuals who attended all required MI classes assigned to the service}}{\text{\# of individuals (in File #450) assigned to a service and to an MI Class}}$$

In calculating the percentage of compliance for review groups, the percentage is based on attendance at all classes. The individual is otherwise counted as deficient no matter how many classes were attended in the review group.

If an individual class is selected, the percentage is calculated as follows:

$$\frac{\text{\# of individuals who attended the selected class}}{\text{\# of individuals (in File #450) who are required to attend the selected class}}$$

**Note:** If an employee is not assigned a mandatory training review group and/or a required class, the deficiency reports will indicate a compliance of 100%. In a future version, a message will print stating that the employee is not assigned to any review group or to any required class. It is suggested that all supervisors be given the Employee Mandatory Training Group/Class Report option for the purpose of identifying staff who are not assigned appropriate training review group(s) or required classes.

### Menu Display:

Select Package Coordinator Menu Option: 4 Reports Menu

## Reports

- 1 Class Registration Calendar Report
- 2 Class Registration Roster Report
- 3 Service Mandatory Training (MI) Deficiency Report
- 4 Service Training Report
- 5 Employee Mandatory Training Group/Class Report
- 6 OLDE Training Coding Report
- 7 Individual Training Report
- 8 Individual Mandatory Training (MI) Deficiency

## Screen Prints:

Select Reports Menu Option: **3** Service Mandatory Training (MI) Deficiency Report

Select one of the following:

C	Calendar Year
F	Fiscal Year

Select a Sort Parameter: **?**

Enter a code from the list.

Select one of the following:

C	Calendar Year
F	Fiscal Year

Select a Sort Parameter: **Calendar Year**

Select Calendar Year: 1994// **<RET>** Enter a year for the printed report.

Select SERVICE (Press Return for all Services): **?**

The Service prompt is displayed only when the user holds the PRSE CORD key. When the user holds the PRSE SUP key, the service defaults to the user's service and the prompt is not displayed.

ANSWER WITH PAID COST CENTER/ORGANIZATION NAME  
DO YOU WANT THE ENTIRE 66-ENTRY PAID COST CENTER/ORGANIZATION LIST? **Y** (YES)

CHOOSE FROM:

- A & M MGT
- ACQUISITION & MATERIAL MGT
- ADMINISTRATION
- AMBULATORY CARE
- ANESTHESIOLOGY
- AUDIOLOGY/SPEECH PATHOLOGY
- BLIND REHAB
- CHAPLAIN
- CHIEF OF STAFF
- DENTAL
- DERMATOLOGY
- DIALYSIS
- DIETETICS
- DOMICILIARY CARE

EDUCATION  
ENGINEERING  
EXTENDED CARE  
FISCAL  
'^' TO STOP: ^

This is the service associated with the classes.

Select SERVICE (Press Return for all Services): **NURSING SERVICE**

Select TRAINING CLASS (Press return for all classes): ?

Enter the name of the class.

ANSWER WITH PRSE PROGRAM/CLASS PROGRAM/CLASS TITLE  
DO YOU WANT THE ENTIRE PRSE PROGRAM/CLASS LIST? **Y** (YES)  
CHOOSE FROM:  
138-FIRE SAFETY  
ACLS  
ADP SECURITY  
ADVANCED LIFE SUPPORT  
BIOETHICS  
BLOOD ADMINISTRATION  
RESTRAINTS

Select TRAINING CLASS (Press return for all classes): **BIOETHICS**

DEVICE: HOME// Enter an appropriate device

SERVICE MANDATORY TRAINING DEFICIENCY REPORT FOR CY 1994

NOV 8, 1994  
PAGE: 1

TITLE	NAME	CLASS
-----		
Service: NURSING SERVICE		% Compliance: 60
	PAIDEMPLOYEE17,ONE	BIOETHICS
	PAIDEMPLOYEE17,TWO	BIOETHICS

Press RETURN to continue or '^' to exit:

This report indicates that two individuals who were required to attend the Bioethics class had not attended the class during calendar year 1994. Sixty percent of the individuals who were required to take the class have attended it.

### Menu Access:

The Service Mandatory Training (MI) Deficiency Report option is accessed through the Reports Menu option.

## Service Training Report

### Description:

This option allows the user to print service reports on programs or classes attended by employees. Data for the reports is stored in the Student Education Tracking file (#452).

### Additional Information:

The data in this report is entered through any option which permits crediting class attendance. Reports display data for a fiscal/calendar year or a selected date range; for one or all hospital services; and for a single class or all classes. At the end of each report, the following information is provided:

Class Total: The number of individuals who attended any (episode of a) class over a period of time.

Service Total: The total number of individuals who attended any episode(s) of all classes over a period of time.

### Menu Display:

Select Package Coordinator Menu Option: **4** Reports Menu

- 1 Class Registration Calendar Report
- 2 Class Registration Roster Report
- 3 Service Mandatory Training (MI) Deficiency Report
- 4 Service Training Report
- 5 Employee Mandatory Training Group/Class Report
- 6 OLDE Training Coding Report
- 7 Individual Training Report
- 8 Individual Mandatory Training (MI) Deficiency

### Screen Prints:

Select Reports Menu Option: **4** Service Training Report

Select one of the following:

- C Calendar Year
- F Fiscal Year
- S Selected Date Range

Select a Sort Parameter: **?**

Enter a code from the list.

Select one of the following:

C	Calendar Year
F	Fiscal Year
S	Selected Date Range

Select a Sort Parameter: **Calendar Year**

Select Calendar Year: 1994// ?

**Enter a year or time frame for the report.**

This response must be a year i.e.

1990. Select Calendar Year: 1994//

**<RET>**

Select one of the following:

M	Mandatory Training
(MI) C	Continuing Education.
O	Other/Miscellaneous
W	Ward/Unit-Location Training
A	All

Select Sort Parameter: ?

Enter a code from the list.

Select one of the following:

M	Mandatory Training
(MI) C	Continuing Education.
O	Other/Miscellaneous
W	Ward/Unit-Location Training
A	All

This categorizes the classes by type of class. The user may also print all classes by selecting **ALL**.

Select Sort Parameter: **Mandatory Training (MI)**

Select SERVICE (Press Return for all Services):

?

ANSWER WITH PAID COST CENTER/ORGANIZATION  
NAME

DO YOU WANT THE ENTIRE PAID COST CENTER/ORGANIZATION LIST? **Y** (YES)  
CHOOSE FROM:

A & M MGT  
ACQUISITION & MATERIAL MGT  
ADMINISTRATION  
AMBULATORY CARE  
ANESTHESIOLOGY  
AUDIOLOGY/SPEECH PATHOLOGY  
BLIND REHAB  
CHAPLAIN

CHIEF OF STAFF  
DENTAL  
DERMATOLOGY  
DIALYSIS  
DIETETICS  
'^' TO STOP: ^

This is the service associated with the classes.

Select SERVICE (Press Return for all Services): **NURSING** SERVICE

Select TRAINING CLASS (Press return for all classes): ?  
ANSWER WITH PRSE PROGRAM/CLASS PROGRAM/CLASS TITLE  
DO YOU WANT THE ENTIRE PRSE PROGRAM/CLASS LIST? **Y** (YES)  
CHOOSE FROM:

138-FIRE SAFETY  
ACLS  
ADP SECURITY  
BIOETHICS  
BLOOD ADMINISTRATION  
RESTRAINTS

Select TRAINING CLASS (Press return for all classes): **BIOETHICS**

DEVICE: HOME// Enter an appropriate device

M.I. SERVICE TRAINING REPORT FOR CY 1994

NOV 8, 1994 PAGE: 1

Class Name	Class Presenter	Class Length	Date
Student Name	Title		
-----			
Service: NURSING SERVICE			
BIOETHICS			
		2.50	
PAIDEMPLOYEE,SIX			OCT 28, 1994
PAIDEMPLOYEE17,THREE	RN		OCT 28, 1994
PAIDEMPLOYEE17,FOUR			OCT 27, 1994
PAIDEMPLOYEE17,FIVE	LPN		NOV 3, 1994
PAIDEMPLOYEE16,SIX	COMPUTER SPECIALIST		OCT 13, 1994
PAIDEMPLOYEE15,ONE			MAR 31, 1994
PAIDEMPLOYEE16,TWO	RN		MAR 31, 1994
PAIDEMPLOYEE16,TWO			OCT 19, 1994
PAIDEMPLOYEE1,FOUR			JAN 28, 1994
Class Total: 9		Class Hours: 22.50	
Service Total: 9		Service Hours: 22.50	

Press RETURN to continue or '^' to exit:

### Menu Access:

The Service Training Report option is accessed through the Reports Menu option.

## Employee Mandatory Training Group/Class Report

### Description:

This option prints two reports: one which prints data by review group, and lists the members of each group; and a second report which shows the mandatory training groups and classes associated with an employee. The report may be printed for selected employees or all employees in a given service. Data is printed from the PAID Employee file (#450).

### Additional Information:

The data in this report is entered in through the Create Mandatory Training (MI) Groups and the Assign/Delete Mandatory Training Groups for Staff/Services options found in the Package Set-up Menu. In printing the Employee Mandatory Training Group/Class Report, all individual MI classes assigned to an employee are printed after the mandatory training groups. The individual classes are found under the mandatory training group heading of Indv. Classes.

**Note:** If an employee is not assigned a mandatory training review group and/or a required class, the deficiency reports will indicate a compliance of 100%. In a future version, a message will print stating that the employee is not assigned to any review group or to any required class. It is suggested that all supervisors be given the Employee Mandatory Training Group/Class Report option for the purpose of identifying staff who are not assigned appropriate training review group(s) or required classes.

### Menu Display:

Select Package Coordinator Menu Option: **4** Reports Menu

- 1 Class Registration Calendar Report
- 2 Class Registration Roster Report
- 3 Service Mandatory Training (MI) Deficiency Report
- 4 Service Training Report
- 5 Employee Mandatory Training Group/Class Report
- 6 OLDE Training Coding Report
- 7 Individual Training Report
- 8 Individual Mandatory Training (MI) Deficiency

### Screen Prints:

Select Reports Menu Option: **5** Employee Mandatory Training Group/Class Report

Select one of the following:

- M Mandatory Training Group/Employee Report
- E Employee Mandatory Training Group/Class Report

Select Option: ??

Enter a code from the list.

Select one of the following:

M Mandatory Training Group/Employee Report  
E Employee Mandatory Training Group/Class Report

Data can be printed by review group or by employee.

Example 1: Lists employees associated with a training/review group.

Select Option: **M**andatory Training Group/Employee Report

Select REVIEW GROUP (Press RETURN for all): **RN**

1 RN  
2 RN DIALYSIS  
3 RN/CCC  
4 RN/ICU  
5 RN/PSYCH

CHOOSE 1-5: **1**

DEVICE: HOME// **Enter an appropriate device**

REVIEW GROUP MEMBERS			Nov 08, 1994
REVIEW GROUP	GROUP MEMBER	DATE ASSIGNED	PAGE: 1
-----			
RN			
	PAIDEMPLOYEE17,ONE	JAN 01, 1994	
	PAIDEMPLOYEE16,SIX	JAN 01, 1994	
	PAIDEMPLOYEE15,ONE	JAN 01, 1994	
	PAIDEMPLOYEE16,TWO	JAN 01, 1994	
	PAIDEMPLOYEE15,TEN	JAN 01, 1994	
	PAIDEMPLOYEE17,TWO	JAN 01, 1994	

Select one of the following:

M Mandatory Training Group/Employee Report  
E Employee Mandatory Training Group/Class Report

Example 2: Lists the mandatory training/review groups associated with an employee.

Select Option: **E**mployee Mandatory Training Group/Class Report

Select SERVICE: NURSING SERVICE// **<RET>** The default value is the user's service.



The Service prompt is displayed only when the user holds the PRSE CORD key. When the user holds the PRSE SUP key, the service defaults to the user's service and the prompt is not displayed.

Select one of the following:

- A (A)ll Employees For a Service
- S (S)elected Service Employees

You can select certain employees within a single service, or select an entire service.

Select ASSIGNMENT OPTION: **S** (S)elected Service Employees

Select EMPLOYEE: **PAIDEMPLOYEE15,TEN** 000-00-0150

Select Another Employee: **PAIDEMPLOYEE16,SIX** 000-00-0166

Select Another Employee: **<RET>**

DEVICE: HOME// Enter an appropriate device

EMPLOYEE MANDATORY TRAINING GROUP/CLASS REPORT				NOV 08, 1994
NURSING SERVICE				
EMPLOYEE	REVIEW GROUP	DATE ASSIGNED	PROGRAM/CLASS	PAGE: 1
-----				
PAIDEMPLOYEE16,SIX				
	HOSPITAL	JAN 01, 1994		
		JAN 01, 1994	FIRE SAFETY	
		JAN 01, 1994	SEXUAL HARASSMENT I	
	LPN	JAN 01, 1994		
		JAN 01, 1994	BIOETHICS	
		JAN 01, 1994	BLOOD PATHOGEN	
		JAN 01, 1994	CPR	
		JAN 01, 1994	DISTURBED BEHAVIOR	
		JAN 01, 1994	INFECTION CONTROL	
		JAN 01, 1994	OBSTRUCTED AIRWAY	
		JAN 01, 1994	PATIENT ABUSE	
		JAN 01, 1994	RADIATION HAZARD	
	INDV. CLASSES			
		FEB 21, 1994	WORDPERFECT	
<b>Separate MI classes assigned to the employee</b>				
PAIDEMPLOYEE15,TEN				
	HOSPITAL	JAN 01, 1994		
		JAN 01, 1994	FIRE SAFETY	
		JAN 01, 1994	SEXUAL HARASSMENT I	
	LPN	JAN 01, 1994		
		JAN 01, 1994	BIOETHICS	
		JAN 01, 1994	BLOOD PATHOGEN	
		JAN 01, 1994	CPR	
		JAN 01, 1994	DISTURBED BEHAVIOR	
		JAN 01, 1994	INFECTION CONTROL	
		JAN 01, 1994	OBSTRUCTED AIRWAY	
		JAN 01, 1994	PATIENT ABUSE	
		JAN 01, 1994	RADIATION HAZARD	

Press RETURN to continue or '^' to exit:

## **Menu Access:**

The Employee Mandatory Training Group/Class Report option is accessed through the Reports Menu option.

## **OLDE Training Coding Report**

### **Description:**

This option prints a report of mandatory, continuing education, and other/miscellaneous class information by employee SSN in OLDE coding order. Ward/unit- location classes are not considered appropriate for OLDE submission due to the length of the inservices (usually under one hour); these classes are not reflected on the completed OLDE report. The report may be printed for all or selected employees in a specific service or the entire facility. Data is printed from the PAID Employee file (#450) and the PRSE Student Education Tracking file (#452).

### **Additional Information:**

This option prints a listing of student classes (targeted for OLDE data entry) sorted by the student's social security number.

1. If a complete data report is chosen, only the classes with complete data print. Cost data, accrediting organization, and contact hour information is not captured nor displayed for mandatory and other/miscellaneous classes. It is presumed to be 0 or not applicable unless manually indicated on the report submitted to Human Resources. Fund category information is not collected in this version of the software.
2. If an incomplete data report is chosen, only the classes with incomplete data print. The reports display essential information to correctly identify the record, e.g., (student) SSN, student name, program/class title, and the date the program/class ended. Only the missing data fields are displayed.

The data in this report is entered in through any of the options under the Enter/ Edit Class Information Menu option, the Create Non-local CE and Enter Attendance option, the Quick Attendance Update of Past/Purged Classes and the Quick Mandatory Training (MI) Update option.

It is suggested that the Complete Training Coding Report be printed by each service, reviewed and submitted to Human Resources. Staff within the Human Resources Service can be assigned the OLDE Training Coding Report option as necessary.

## Menu Display:

Select Package Coordinator Menu Option: **4** Reports Menu

- 1 Class Registration Calendar Report
- 2 Class Registration Roster Report
- 3 Service Mandatory Training (MI) Deficiency Report
- 4 Service Training Report
- 5 Employee Mandatory Training Group/Class Report
- 6 OLDE Training Coding Report
- 7 Individual Training Report
- 8 Individual Mandatory Training (MI) Deficiency

## Screen Prints:

Select Reports Menu Option: **6** OLDE Training Coding Report

Example 1: A report of all employees for all services.

Select SERVICE (Press Return for all Services): **<RET>**

The Service prompt is displayed only when the user holds the PRSE CORD key. When the user holds the PRSE SUP key, the service defaults to the user's service and the prompt is not displayed.

Select one of the following:

- |   |                     |
|---|---------------------|
| C | Calendar Year       |
| F | Fiscal Year         |
| S | Selected Date Range |

Select a Sort Parameter: **c** calendar Year

Select Calendar Year: 1994// **<RET>**

Select one of the following:

- |   |                    |
|---|--------------------|
| C | Complete records   |
| I | Incomplete records |

Select records to print: **?**

'Complete' will only print those records with full OLDE data.  
'Incomplete' will only print those records without full OLDE data.  
Enter either 'Complete' or 'Incomplete'.

Select one of the following:

- |   |                    |
|---|--------------------|
| C | Complete records   |
| I | Incomplete records |

Select records to print: **Incomplete records**  
DEVICE: HOME// **Enter an appropriate device**

-----  
SSN: 000000162  
Student Name: PAIDEMPLOYEE16,TWO - LABORATORY  
Prg/Cls Title: CPR (M)  
Date Prg/Cls Ended:  
Routine/Non-Routine:  
  
SSN: 000000171  
Student Name: PAIDEMPLOYEE17,ONE - NURSING SERVICE  
Prg/Cls Title: FIRE & SAFETY (M)  
Date Prg/Cls Ended: 10/31/94  
Routine/Non-Routine:  
  
SSN: 000000150  
Student Name: PAIDEMPLOYEE15,TEN - IRM  
Prg/Cls Title: WIRELESS LANS (C)  
Date Prg/Cls Ended: 05/02/94  
Cls Hrs On Duty:  
Routine/Non-Routine:  
Direct Cost:  
Indirect Cost:  
Student Expense:  
Contact Hours:

.  
. .  
. . .

Additional records are printed for each employee within the service. The letter in the parentheses behind the program/class title name indicates the type of class, i.e., (M) = mandatory, (C) = continuing education, (O) = other/miscellaneous.

**Example 2: A report of all employees for a selected service.**

Select SERVICE (Press Return for all Services): **L**ABORATORY

The Service prompt is displayed only when the user holds the PRSE CORD key. When the user holds the PRSE SUP key, the service defaults to the user's service and the prompt is not displayed.

Select one of the following:

- A (A)ll Employees For a Service
- S (S)electd Service Employees

Select ASSIGNMENT OPTION: **A** (A)ll Employees For a Service

Select one of the following:

- C Calendar Year
- F Fiscal Year
- S Selected Date Range

Select a Sort Parameter: **c** calendar Year  
Select Calendar Year: 1994// **<RET>**

Select one of the following:

C Complete records  
I Incomplete records

Select records to print: ?

'Complete' will only print those records with full OLDE data.  
'Incomplete' will only print those records without full OLDE data.  
Enter either 'Complete' or 'Incomplete'.

Select one of the following:

C Complete records  
I Incomplete records

Select records to print: Incomplete records

DEVICE: HOME// Enter an appropriate device

OLDE TRAINING CODING REPORT NOV 08, 1994  
INCOMPLETE DATA FOR CALENDAR YEAR 1994 PAGE: 1

-----  
SSN: 000000162  
Student Name: PAIDEMPLOYEE16,TWO - LABORATORY  
Prg/Cls Title: CPR (M)  
Date Prg/Cls Ended:  
Routine/Non-Routine:

.  
.  
.

Additional records are printed for each employee within the service. The letter in the parentheses behind the program/class title name indicates the type of class, i.e., (M) = mandatory, (C) = continuing education, (O) = other/miscellaneous.

Example 3: A report of selected employees for a selected service:

Select SERVICE (Press Return for all Services): **NURSING SERVICE**

The Service prompt is displayed only when the user holds the PRSE CORD key. When the user holds the PRSE SUP key, the service defaults to the user's service and the prompt is not displayed.

Select one of the following:

A (A)ll Employees For a Service  
S (S)electd Service Employees

You can select all the employees for a service, or single or multiple individual employees from a service.

Select ASSIGNMENT OPTION: **s** (S)electd Service Employees

Select EMPLOYEE: **PAIDEMPLOYEE17,TWO** 000000172  
Select Another Employee: **PAIDEMPLOYEE17,ONE** 000000171

Select Another Employee: <RET>

Select one of the following:

C	Calendar Year
F	Fiscal Year
S	Selected Date Range

Select a Sort Parameter: c calendar Year

Enter the year or time frame for the report.

Select Calendar Year: 1994// <RET>

Select one of the following:

C	Complete records
I	Incomplete records

Select records to print: ?

'Complete' will only print those records with full OLDE data.  
'Incomplete' will only print those records without full OLDE data.  
Enter either 'Complete' or 'Incomplete'.

Select one of the following:

C	Complete records
I	Incomplete records

Select records to print: Incomplete records

DEVICE: HOME// Enter an appropriate device

OLDE TRAINING CODING REPORT  
INCOMPLETE DATA FOR CALENDAR YEAR 1994

NOV 08, 1994  
PAGE: 1

-----  
SSN: 000000172  
Student Name: PAIDEMPLOYEE17,TWO - NURSING SERVICE  
Prg/Cls Title: 10/18 NEW CLASS (M)  
Date Prg/Cls Ended:  
Routine/Non-Routine:

SSN: 000000171  
Student Name: PAIDEMPLOYEE17,ONE - NURSING SERVICE  
Prg/Cls Title: BLOOD ADMINISTRATION (M)  
Date Prg/Cls Ended: 10/31/94  
Routine/Non-Routine:

SSN: 000000171  
Student Name: PAIDEMPLOYEE17,ONE - NURSING SERVICE  
Prg/Cls Title: WORDPERFECT (C)  
Date Prg/Cls Ended: 11/01/94  
Direct Cost:  
Indirect Cost:  
Student Expense:

Press Return To Continue or '^' to exit: <RET>

#### Example 4: Completed Reports:

Apply the same steps to print out a complete report. All appropriate fields will display with data. Refer to Additional Information for supplementary information.

#### **Menu Access:**

The OLDE Training Coding Report option is accessed through the Reports Menu option.

## Individual Training Report

### Description:

This option allows an individual employee to view and print his/her own educational record of attended courses. Data is printed from the PRSE Student Education Tracking file.

### Additional Information:

When the user holds the PRSE CORD key, he/she can print any individual's report. If the user holds the PRSE SUP key, she/he can print any student's record in the user's assigned service. When a user does not hold any key and enters the option, the EmployeeName prompt does not appear and the report(s) generated will be for the employee executing the option. The data in this report is entered through any of the attendance options. At the end of an each report a count of the classes attended is displayed.

### Menu Display:

Select Package Coordinator Menu Option: 4 Reports Menu

- 1 Class Registration Calendar Report
- 2 Class Registration Roster Report
- 3 Service Mandatory Training (MI) Deficiency Report
- 4 Service Training Report
- 5 Employee Mandatory Training Group/Class Report
- 6 OLDE Training Coding Report
- 7 Individual Training Report
- 8 Individual Mandatory Training (MI) Deficiency

### Screen Prints:

Select Employee Education Tracking Menu Option: 7 Individual Training Report

Select one of the following:

- C Calendar Year
- F Fiscal Year
- S Selected Date Range

Select a Sort Parameter: ?

Enter a code from the list.

Select one of the following:

- C Calendar Year
- F Fiscal Year



S Selected Date Range

Select a Sort Parameter: **C**alendar Year

Select Calendar Year: 1994// ?

This response must be a year i.e. 1994.

This is the year or the time frame for the report.

Select Calendar Year: 1994// **<RET>**

Select one of the following:

M	Mandatory Training (MI)
C	Continuing Education.
O	Other/Miscellaneous
W	Ward/Unit-Location Training
A	All

Select Sort Parameter: ?

Enter a code from the list.

Select one of the following:

M	Mandatory Training (MI)
C	Continuing Education.
O	Other/Miscellaneous
W	Ward/Unit-Location Training
A	All

This categorizes the classes by type of class; you can print all reports by entering in A for ALL.

Select Sort Parameter: **M**andatory Training (MI)

Select TRAINING CLASS (Press return for all classes): ?

ANSWER WITH PRSE PROGRAM/CLASS PROGRAM/CLASS TITLE  
DO YOU WANT THE ENTIRE PRSE PROGRAM/CLASS LIST? **Y** (YES)

CHOOSE FROM:

138-FIRE SAFETY  
ACLS  
ADP SECURITY  
ADVANCED LIFE SUPPORT  
BIOETHICS  
BLOOD ADMINISTRATION  
RESTRAINTS

Select TRAINING CLASS (Press return for all classes): **BIOETHICS**

Select Employee Name: ?

ANSWER WITH NEW PERSON NAME, OR INITIAL, OR SSN, OR NICK NAME  
DO YOU WANT THE ENTIRE NEW PERSON LIST? **Y** (YES)

CHOOSE FROM:

PAIDEMPLOYEE16,NINE  
PAIDEMPLOYEE16,SEVEN  
PAIDEMPLOYEE16,EIGHT

PAIDEMPLOYEE15,SIX 000000156

Select Employee Name: **PAIDEMPLOYEE15,ONE** 000000151

DEVICE: HOME// **Enter an appropriate device**

INDIVIDUAL M.I. TRAINING REPORT FOR CY 1994

OCT 26, 1994 PAGE: 1

Class Name	Class Presenter	Class Length(Hrs.)	Date
Service: NURSING SERVICE	Name:PAIDEMPLOYEE15,ONE	Title:	
BIOETHICS		3.25	FEB 18, 1994
Class Total: 1		Class Hours:	3.25

Press Return To Continue or '^' to exit: **<RET>**

The class total information reflects the total number of classes taken by the employee. The number of class hours indicates the total number of training hours associated with the employee.

### **Menu Access:**

The Individual Training Report option is accessed through the Reports Menu and the Employee Menu options.

## Individual Mandatory Training (MI) Deficiency

### Description:

This option allows the user to print required classes not attended by the employee. Mandatory or required courses not attended are designated as deficiencies. Data contained in this report is stored in the PRSE Student Education Tracking file (#452).

### Additional Information:

The data in this report is entered through the several options which allow editing of mandatory or required inservice training. The report can display data for a fiscal or calendar year. This option does not display projected deficiencies (i.e., those classes that technically are not yet identified as deficient but still have to be taken at a future time during the fiscal or calendar year). The employee's attendance at MI classes is checked against required classes located in the employee's record in File #450 and the class information existing in the PRSE Program/Class file (#452.1). The MI class name must be found in File #452.1. If the name has been deleted from this file then the MI class will never appear on this report.

When the user holds the PRSE CORD key, he/she can print any individual's report. If the user holds the PRSE SUP key, she/he can print any student's record in the user's assigned service. When a user does not hold any key and enters the option, the Employee Name prompt does not appear and the report(s) generated will be for the employee executing the option. The data in this report is entered through any of the attendance options associated with mandatory inservice training.

**Note:** If an employee is not assigned a mandatory training review group and/or a required class, the deficiency reports will indicate a compliance of 100%. In a future version, a message will print stating that the employee is not assigned to any review group or to any required class. It is suggested that all supervisors be given the Employee Mandatory Training Group/Class Report option for the purpose of identifying staff who are not assigned appropriate training review group(s) or required classes.

### Menu Display:

Select Package Coordinator Menu Option: 4 Reports Menu

- 1 Class Registration Calendar Report
- 2 Class Registration Roster Report
- 3 Service Mandatory Training (MI) Deficiency Report
- 4 Service Training Report
- 5 Employee Mandatory Training Group/Class Report
- 6 OLDE Training Coding Report
- 7 Individual Training Report
- 8 Individual Mandatory Training (MI) Deficiency

## Screen Prints:

Select Employee Education Tracking Menu Option: **8** Individual Mandatory Training (MI) Deficiency

Select one of the following: C

Calendar Year  
F Fiscal Year

Select a Sort Parameter: ?

Enter a code from the list.  
Select one of the following:

C Calendar Year  
F Fiscal Year

Select a Sort Parameter: **Calendar Year**

Select Calendar Year: 1994// **<RET>** This is the year for the report.

Select EMPLOYEE NAME: ?  
ANSWER WITH NEW PERSON NAME, OR INITIAL, OR SSN, OR NICK NAME  
DO YOU WANT THE ENTIRE NEW PERSON LIST? **Y** (YES)  
CHOOSE FROM:

PAIDEMPLOYEE15,SIX 000000156  
PAIDEMPLOYEE17,SIX 000000176  
PAIDEMPLOYEE17,SEVEN 000000177  
PAIDEMPLOYEE17,EIGHT 000000178  
PAIDEMPLOYEE17,NINE 000000179  
PAIDEMPLOYEE18,TEN 000000180  
PAIDEMPLOYEE18,ONE 000000181  
PAIDEMPLOYEE18,TWO 000000182

.  
. .  
.

Select EMPLOYEE NAME: **PAIDEMPLOYEE18,TWO** 000000182

DEVICE: HOME// Enter an appropriate device

INDIVIDUAL M.I. DEFICIENCY REPORT BY LOCATION/CLASS FOR CY 1994 APR 5, 1994 PAGE: 1

NAME	TITLE	SERVICE	CLASS
PAIDEMPLOYEE18,TWO		NURSING	CPR2 SEXUAL HARASSMENT BLOOD ADMINISTRATION

Press Return To Continue or '^' to exit: **<RET>**

## Menu Access:

The Individual Training Report option is accessed through the Reports Menu and the Employee Education Tracking Menu options.



# Glossary

Access Code	A unique sequence of characters known by and assigned only to the user, the system manager and/or designated alternate(s). The access code (in conjunction with the verify code) is used by the computer to identify authorized users of the system.
Application	A set of computer programs and files that have been specifically developed to meet the requirements of a user or group of users. Examples of DHCP applications are the MAS and Education Tracking applications.
Application Coordinator	The person responsible for implementing a set of computer programs (software application) developed to support a specific functional area such as Education Tracking, MAS, etc.
Approving Body (OLDE)	This is a set of codes. It indicates whether the training is an approved continuing education activity.
Archive	The process of moving data to some other storage medium, usually a magnetic tape, and deleting the information from active storage in order to free-up storage space on the system.
Attendance	The act of being present in a class. Information on class attendance cannot be entered for future dates, only current and past dates. Registration is not a prerequisite.
Bulletin	A canned message that is automatically sent by MailMan to a user when something happens to the database.
CE	Continuing Education. This is a planned educational activity intended to build upon the educational and experiential base of a professional.
CEU	Continuing Education Unit. Ten contact hours of participation in an organized continuing education experience, under responsible leadership, capable of direction, and qualified instruction.
Class Category	Identifies broad types of training. The source of this field is form SF182. The data stored in this file should only be edited by a developer.
Contact Hours (OLDE)	This value is a number which identifies the number of hours actually spent in class. An hour is defined as a 50-60minute classroom or clinical instructional session.



Contingency Plan	A plan which assigns responsibility and defines procedures for use of the backup/restart/recovery and emergency preparedness procedures selected for the computer system based on risk analysis for that system.
Continuing Education (Local)	Classes that are held on the facility grounds, and sponsored by the medical center or other organization. Typically there is no tuition, registration, or travel costs involved for attendees.
Continuing Education (Non-local)	Classes that are held off site by an organization other than the medical center. Typically there are tuition, registration, and/or travel costs involved for attendees.
Course Title (OLDE)	This is a free text field and is the name of the training course.
Cursor	A visual position indicator (e.g., blinking rectangle or an underline) on a CRT that moves along with each character as it is entered from the keyboard.
Data Dictionary	A description of file structure and data elements within a file.
Date of Completion (OLDE)	A date field. The date an employee finished an instance of training. If two courses are completed on the same date, then the date of completion for one of the courses must be changed to any date that is within 5 days of the actual completion date.
Direct Costs (OLDE)	This value is a number. It is the total dollar amount expended in order to obtain or provide the training (e.g., tuition, books, supplies).
Device	A hardware input/output component of a computer system (e.g., CRT, printer).
DHCP	Decentralized Hospital Computer Program.
Edit	Used to change/modify data typically stored in a file.
Employee	An individual with an entry in the Paid Employee file (#450) at that medical facility where the class is being held.
Employee Cost (OLDE)	This is a set of codes. It identifies the estimated amount of employee out-of-pocket expenses for government financed training only.
Expert Panel	Previously referred to as a SIUG (Special Interest User



	Group). A committee which advises programmers about the development of a particular system/package.
File	The MUMPS construct in which data is stored for retrieval at a later time. A computer record of related information (e.g., Education (DB) File, Patient file, Prescription file).
File Manager or FileMan	Within this manual, FileManager or FileMan is a reference to VA FileMan. A set of MUMPS routines used to enter, edit, print, and sort/search related data in a file; a data base.
Fund Category (OLDE)	This is a set of codes. It identifies the provider of the funds for the government financed funds.
Identifier	A field associated with an item and for which values occur only once among all instances of that item. For example, a Social Security Number would be an identifier for a patient, since no two people have the same number, while the Date of Birth is not an identifier, since many patients may be born on the same date. Once the value of an identifier is indicated to the system, the information associated with that item can be retrieved.
Indirect Costs (OLDE)	This value is a number. It is the amount paid for transportation, lodging, and subsistence.
Inservice Training	Consists of activities intended to assist the professional to acquire, maintain, and/or increase competence in fulfilling the assigned responsibilities specific to the expectations of the employer.
ISC	An Information Systems Center where software is developed and software applications are provided user and technical support.
Laygo	An acronym for Learn As You Go. A technique used by FileMan to acquire new information as it goes about its normal procedure. It permits a user to add new data from one file to another.
Mandatory Inservice	A class which is considered a required course at the medical center. Usually there is a requirement to take the class on a periodic basis (annually, every two years), but it could be taken one time only, e.g., New Employee Orientation.
M.I.	Mandatory Inservice. Refer to Mandatory Inservice.
M.I. Training Group	A group of classes which are considered required courses at the medical center.

M or MUMPS	Massachusetts (General Hospital) Utility Multi-Programming System. This is the programming language used to write all VA DHCP applications.
Menu	A set of options or functions available to users in editing, formatting, generating reports, etc.
Miscellaneous Training	Classes that don't fit into any of the following categories: Mandatory Inservice, Continuing Education, or Unit/Location training (e.g., Health Summary Training, Mumps, etc.).
Namespace	A naming convention followed in the VA to identify various applications and to avoid duplication. The namespace is used as the prefix for all routines and globals used by the application. The Education Tracking application uses PRSE as its namespace.
Non-employee	An individual who does not have an entry in the Paid Employee file (#450) at the facility where the class is being held. The person may be a federal employee at another facility, a student, or a visitor attending an educational presentation.
Non-Routine	This term is used to explain the effect of class information on job qualifications. When a class is identified as non-routine, the program/class information enhances job qualifications.
Objective	Training objective. A brief statement of course content and the outcomes expected.
Off Duty Hours (OLDE)	This value is a number. It indicates the duration of the training in the number of non-duty hours (hours in an off duty or nonwork status).
OLDE	On Line Data Entry. The process used by the Human Resources Management Service to enter certain training information into the PAID system in Austin, TX for inclusion in the employment records and the official personnel file (OPF).
On Duty Hours (OLDE)	This value is a number. It indicates the duration of the training in the number of on duty hours (hours in a work status).
Option	A routine that is invoked by the user to enter/edit data or print reports.

Other Training	Classes that don't fit into any of the following categories: Mandatory Inservice, Continuing Education, or Unit/Location training (e.g., Health Summary Training, Mumps, etc.).
Package	See application.
Password	A protected word or string of characters that identifies or authenticates a user, a specific resource, or an access type (synonymous with Verify Code).
Pointer	A special type of File Manager data that takes its value from another file. This is a method of joining files together and avoiding duplication of information.
Printer	A device for printing (on paper) data which is processed by a computer system.
Program	A set of M commands and arguments, created, stored, and retrieved as a single unit using the M programming language.
Program Category (OLDE)	Set of codes. Identifies broad types of training and provides additional information about the specific kind of training.
Purpose of Training	The reason for the student's training. The source of this field is form SF182. Data stored in this file should only be edited by a developer.
Purpose (OLDE)	A set of codes. Indicates why the employee received the training.
Queuing	The scheduling of a process/task to occur at a later time. Queuing is normally done if a task uses up a lot of computer resources.
Registration	The act of signing up for a class before actually attending the class. Information on registration cannot be entered for past dates, only current and future dates. The student does not need to be registered to attend the class.
Response Time	The average amount of time the user must wait between the time he/she responded to a question at the terminal and the time the system responds by displaying data and/or the next question.
<RET>	Carriage return.

Routine	1. This term is used to explain the effect of class information on job qualifications. When a class is identified as routine, the program/class information does not enhance job qualifications. 2. In M, a computer program is called a routine.
Security Key	A function which unlocks specific options and makes them accessible to an authorized user (Refer to the Package Management chapter). In the Education Tracking system, the following keys have been added: <ol style="list-style-type: none"> <li>1. PRSE CORD - This key allows the user to access data for all services.</li> <li>2. PRSE SUP - This key allows the user to access data only for his/her own service.</li> <li>3. PRSE TRAIN - This key allows the user to access data only for his/her own ward.</li> <li>4. A user having no assigned key can access their own data.</li> </ol>
Security System	A part of Kernel that controls user access to the various computer applications. When a user signs-on, the security system determines the privileges of the user, assigns security keys, tracks usage, and controls the menus or options the user may access. It operates in conjunction with Menu Manager.
Sensitive Information	Any information which requires a degree of protection and which should be made available only to authorized users.
Service	This is the hospital division where an employee works (e.g. Nursing, Dietetics, etc.). This is an entry in the Paid Employee file (#450).
Service Reason	The service's reason for presenting a particular class. Unlike Purpose of Training and Class Category data stored in the PRSE Svc Reasons for Training file (#452.6) can be edited by a designated user.
Site Configurable	A term used to refer to features in the system that can be modified to meet the needs of each site.
Software	A generic term referring to a related set of computer programs (e.g., Education Tracking).
Subcode (OLDE)	A set of codes. Indicates whether the training is financed by the government or by the employee.
Source (OLDE)	A set of codes. Indicates the source of the training received (e.g., agency, commercial).

Task Manager	A part of Kernel which allows programs or functions to begin at specified times or when devices become available. See Queuing.
Tele-communications	Any transmission, emission, or reception of signs, signals, writing, images, sounds or other information by wire, radio, visual, or any electromagnetic system.
Terminal	A device used to send and receive data from a computer system (i.e., keyboard and CRT, or printer with a keyboard).
Ward/Unit-Location Training	Classes associated with a nursing ward or location only.
User	A person who enters and/or retrieves data in a system, usually utilizing a CRT.
Verify Code	A unique security code which serves as a second level of security access. Use of this code is site specific; sometimes used interchangeable with password.

# Appendix A: Supplemental Information for Part-time Physicians (Patch PRS\*4.0\*93)

## Contents

- Human Resources Personnel..... A-2
  - New Options ..... A-2
  - PT Physician Menu..... A-2
- Employee Menu ..... A-24
  - Changed Options..... A-24
  - New Options ..... A-24
  - PT Physician with Memorandum Menu..... A-24
- Timekeepers Main Menu..... A-46
  - Changed Options ..... A-46
  - New Options ..... A-46
  - PT Physician Menu..... A-46
- Payroll Main Menu ..... A-56
  - New Options ..... A-56
  - PT Physician Menu..... A-56
- Payroll Supervisor Menu..... A-64
  - Changed Option..... A-64
- T&A Supervisor Menu..... A-64
  - Changed Options..... A-64
  - New Options ..... A-65
  - PT Physician Menu..... A-65
- Data Supplement..... A-86
  - PTP ESR DATA FILE DESCRIPTIONS ..... A-86
  - WORK SUMMARY SCREEN DESCRIPTIONS ..... A-89

## **Human Resources Personnel**

### **New Options**

#### **PT Physician Menu**

This new menu contains all of the options required for Human Resources personnel to process part-time physicians with a Memorandum of Service Level Expectations.

#### **Enter Memoranda**

This option allows Human Resources personnel to enter a Memorandum of Service Level Expectations for part-time physicians.

Once you enter the employee's name, information such as the employee's SSN, and pay information are displayed. You are then prompted to enter the start date of the pay period (the end date is calculated automatically), the agreed hours, and any initial comments. An electronic signature code is required to complete the memorandum.

The software will automatically assign the PRSP EMP security key to the part-time physician when a new memorandum is entered. This key provides access to the PT Physician With Memorandum Menu [PRSP PTP MENU].

VMS - KEA! 420

File Edit View Tools Options Help

Select OPTION NAME: Enter Memoranda

Select EMPLOYEE: PAIDPTP,ONE 000.28.0001  
 PP:04-23 VA TIME & ATTENDANCE SYSTEM 5/13/05  
 Enter PT Physician Memoranda

PAIDPTP,ONE XXX.XX.0001  
 Pay Plan: L Duty Basis: 2 FLSA: E Normal Hours: 10 Comp/Flex:  
 T&L: 028 Station: 528

Start Date: 10/16 (OCT 16, 2005)  
 End Date: OCT 14, 2006

Agreed Hours must be equally divisible by 26 Pay Periods.  
 1/8 = 260, 1/4 = 520, 3/8 = 780, 1/2 = 1040, 5/8 = 1300, 3/4 = 1560, 7/8 = 1820

Agreed Hours: 1040

Initial Comments:

Enter Signature Code: ... signed.

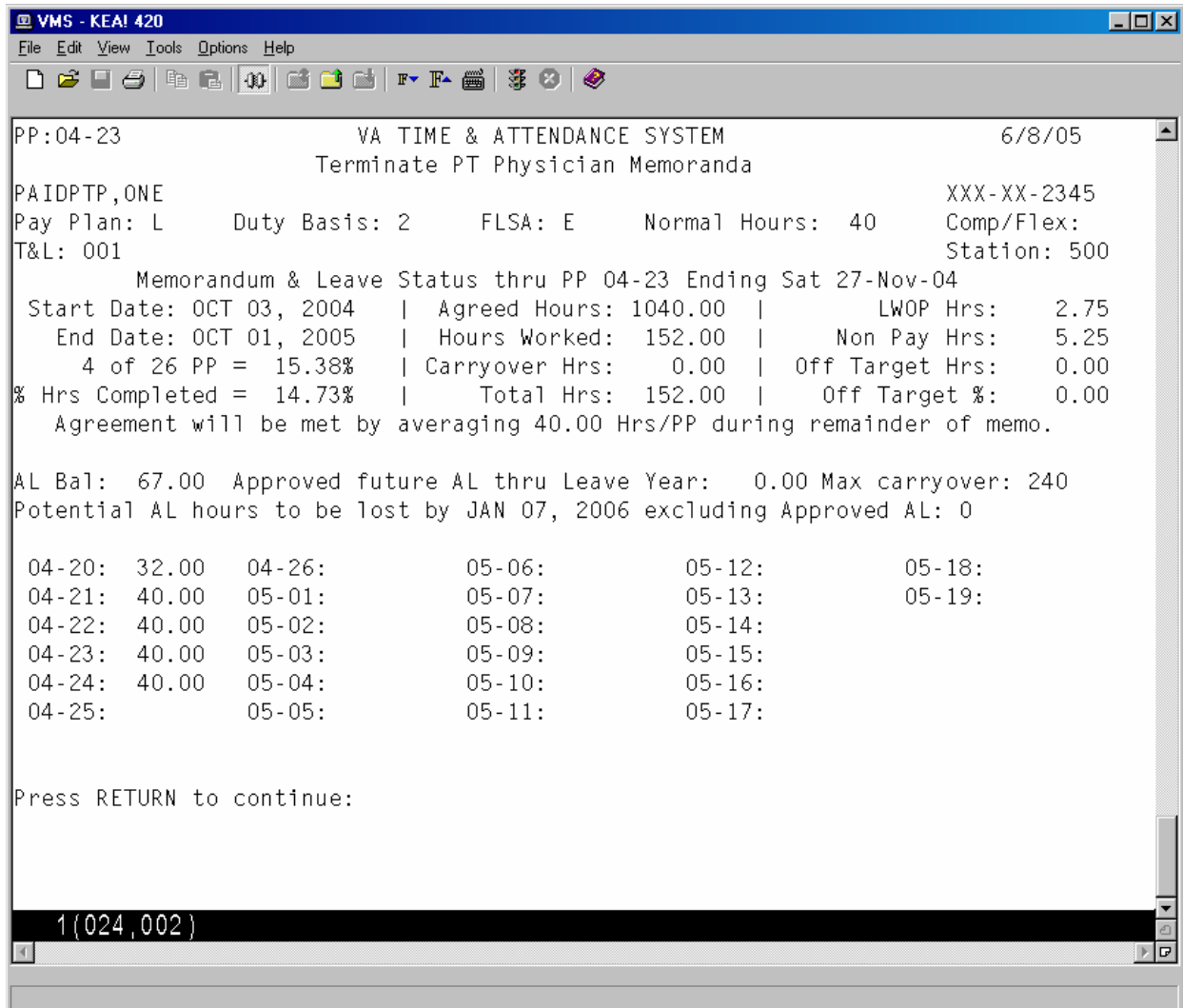
1(024,002)



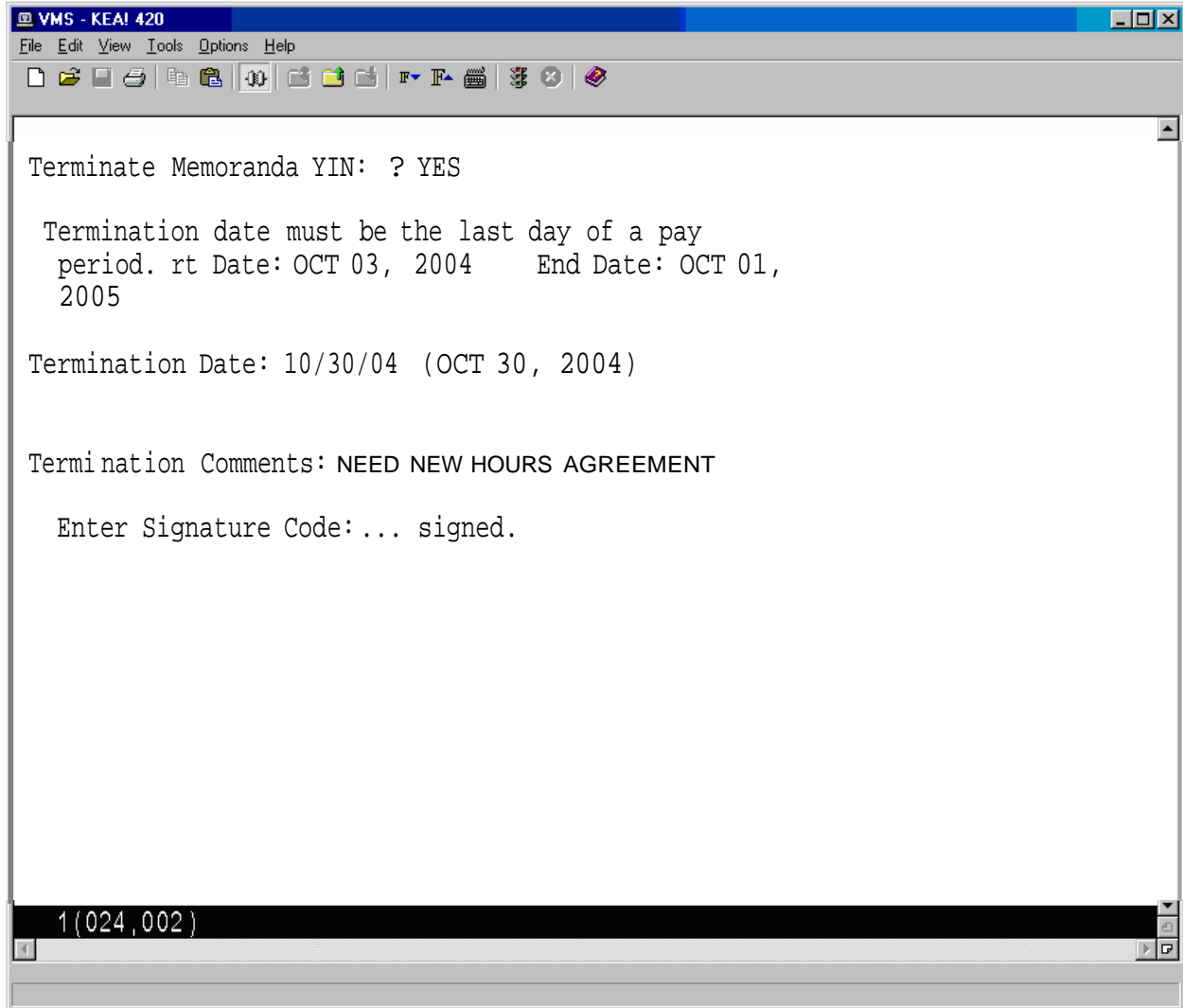
### Terminate Memoranda

This option allows you to terminate a Memorandum of Service Level Expectations for part-time physicians in cases where the part-time physician is unable to fulfill their obligation or their employment with the VA is terminated.

Once the employee name is entered, the memorandum is displayed.



You are then asked if you want to terminate this memorandum. **If** you answer yes, you are prompted for the termination date which must be the last day of a pay period. You can also enter any comments in reference to the termination. An electronic signature code is required to complete the termination.



### **Delete Future Memoranda**

This option allows Human Resources personnel to delete a part-time physician's Memorandum of Service Level Expectations that has yet to begin. This option is used in cases where the part-time physician has decided not to enter into a memorandum with the VA.

Since memoranda cannot overlap and there is a 6-month limit on entering future memoranda, there should only be one future memorandum at any one time.

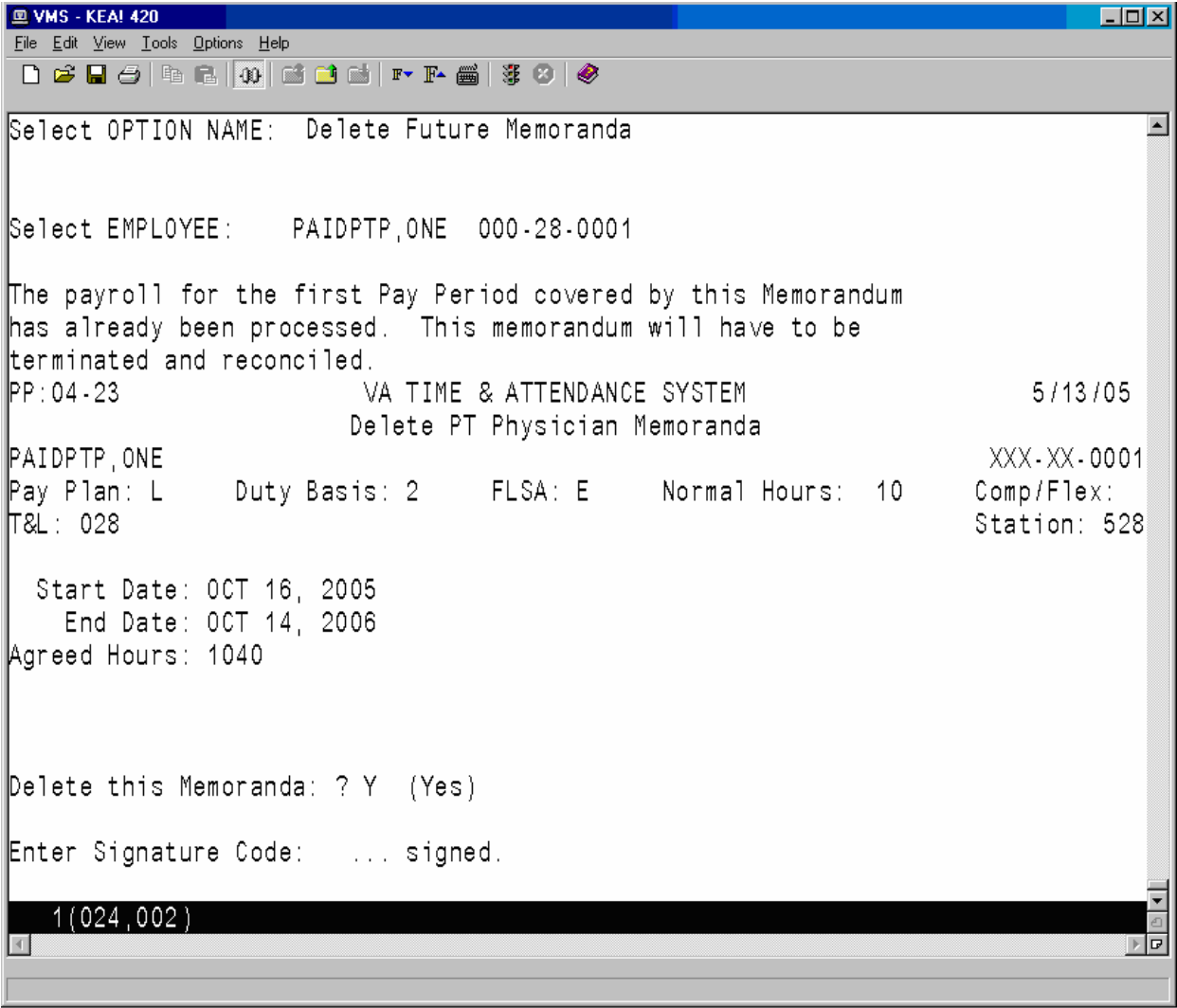
Future memoranda that start in a pay period that has not been opened, can be deleted without any other checks being made.

If the memorandum being deleted starts in a pay period that has already been opened, the following rules apply.

- If the payroll has already been processed for the first pay period of the part-time physician's memorandum, the memorandum will have to be terminated and reconciled.
- If the timecard has already been transmitted but the cut off window for transmitting timecards is still open, the Payroll Supervisor will have to determine if there is enough time to return the timecard, delete the memorandum, have the timekeeper post all of the tours with the correct time, re-certify the timecard and re-transmit the timecard before the window closes. If there is, they can return the timecard and delete the memorandum. If there isn't enough time, the memorandum will have to be terminated and reconciled.
- For timecards with a status of Payroll, the Payroll Supervisor will have to return it to the Timekeeper before they can delete the memorandum.

Once the memorandum is deleted, the software checks each daily ESR. For any daily ESRs with a status of APPROVED, the timecard posting for that day is deleted.

Once all of the necessary timecards entries have been deleted, the entire ESR record for the pay period will be deleted.



### **Begin Reconciliation Process**

This option allows Human Resources personnel to review a part-time physician's Memorandum of Service Level Expectations and to determine what reconciliation actions will need to occur, based on the final hours worked by the part-time physician.

After the physician's name is entered, the summary of their memorandum and hours worked per pay period are displayed.

One or more of the following reconciliation choices appear for selection.

1. No reconciliation needed
2. Pay VA for negative balance
3. Pay Phy for positive balance

The next screen allows you to choose whether to print a paper copy of the reconciliation information and deliver it to the part-time physician, or to forward an electronic version of it to the physician.

A signature code is required to complete the process. The status of the memorandum is then updated from ACTIVE to RECONCILIATION STARTED.

VMS - KEA! 420

File Edit View Tools Options Help

PP:05-07 VA TIME & ATTENDANCE SYSTEM 5/5/05  
 PT Physician Begin Reconciliation Process

PAIDPTP,TW0 XXX-XX-0002  
 Pay Plan: L Duty Basis• 2 FLSA• E Normal Hours• 40 Comp/Flex•  
 T&L: 028 Station• 528

Memorandum & Leave Status thru PP 05-07 Ending Sat 16-Apr-05

Start Date• APR 18, 2004	Agreed Hours• 1040.00	LWOP Hrs• 0.00
End Date• APR 16, 2005	Hours Worked• 1050.00	Non Pay Hrs• 0.00
26 of 26 PP 100.00%	Carryover Hrs• 0.00	Off Target Hrs• 10.00
% Hrs Completed = 100.00%	Total Hrs 1050.00	Off Target % 0.96

This memorandum has ended

AL Bal: 24\_00 Approved future AL thru Leave Year: 0\_00 Max carryover: 240  
 Potential AL hours to be lost by JAN 07, 2006 excluding Approved AL: 0

04-08: 40.00	04-14: 40.00	04-20: 40.00	04-26: 40.00	05-06: 40.00
04-09: 40.00	04-15: 40.00	04-21: 40.00	05-01: 40.00	05-07: 50.00
04-10: 40.00	04-16: 40.00	04-22: 40.00	05-02: 40.00	
04-11: 40.00	04-17: 40.00	04-23: 40.00	05-03: 40.00	
04-12: 40.00	04-18: 40.00	04-24: 40.00	05-04: 40.00	
04-13: 40.00	04-19: 40.00	04-25: 40.00	05-05: 40.00	

Press RETURN to continue:

1(024,027)

## Human Resources Personnel

```
VMS - KEA! 420
File Edit View Tools Options Help
PAIDPTP,TWO - Memorandum Summary

    Percent Completed: 100
    Off Target Hours: 10
Off Target Percentage: .96
    Ending Status: Over
    Non Pay Hours: 0
    Without Pay Hours: 0
    Carryover Hours: 0.00
Estimated Gross Amount Owed PTP: 498.20

Press RETURN to continue:

1(012,027)
```

VMS - KEA! 420

File Edit View Tools Options Help

PAIDPTP,TWO - Memorandum Summary

Reconciliation Options:  
1. Pay PT Phy for positive balance

Enter Reconciliation Option: \_\_\_\_\_

Reconciliation Comments:

---

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Would you like to use a (H)ard copy or (E)lectronic reconciliation form: E

Enter Signature Code: ... signed.

Memorandum Status updated to: RECONCILIATION STARTED

1 (024,018)

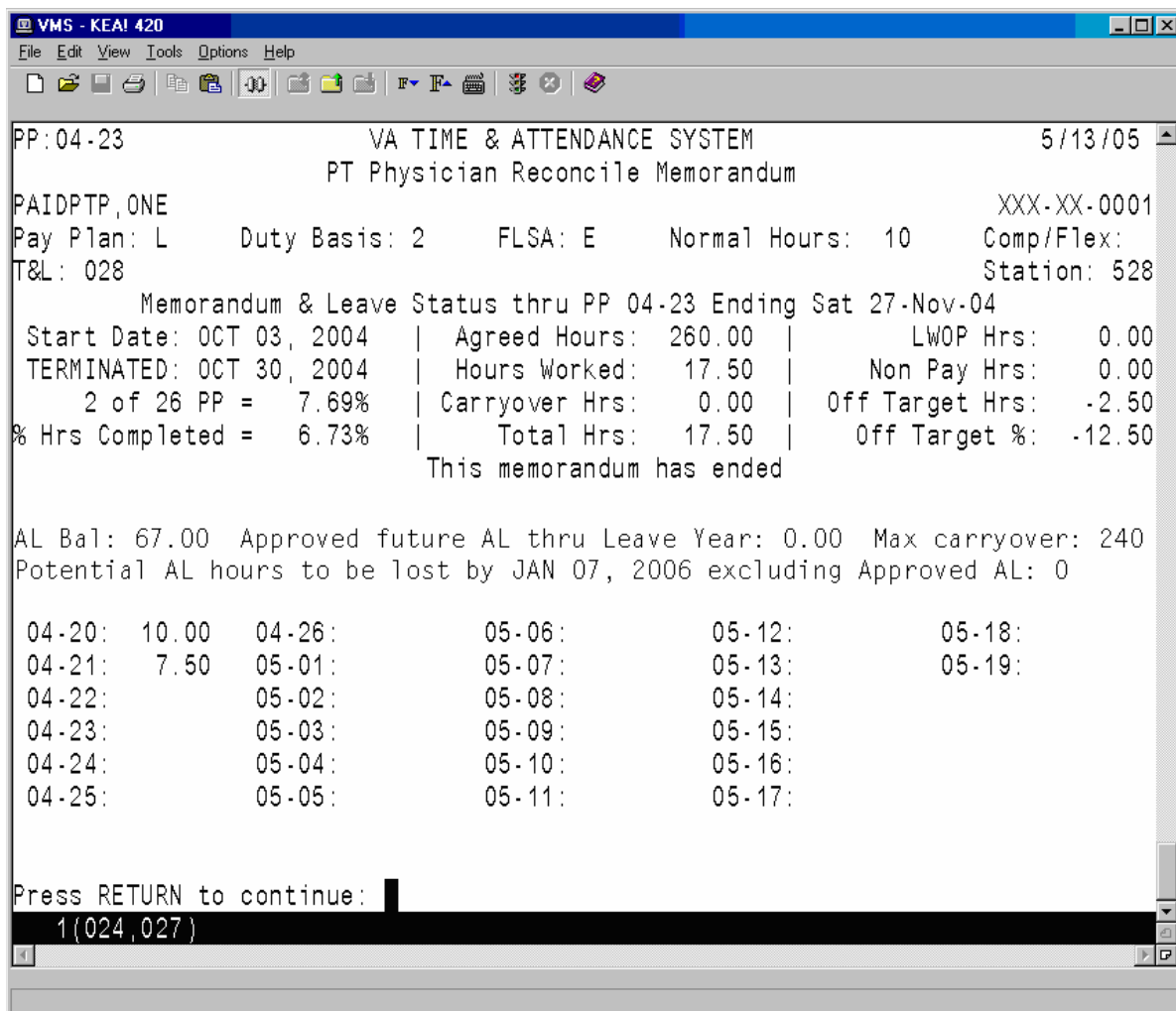


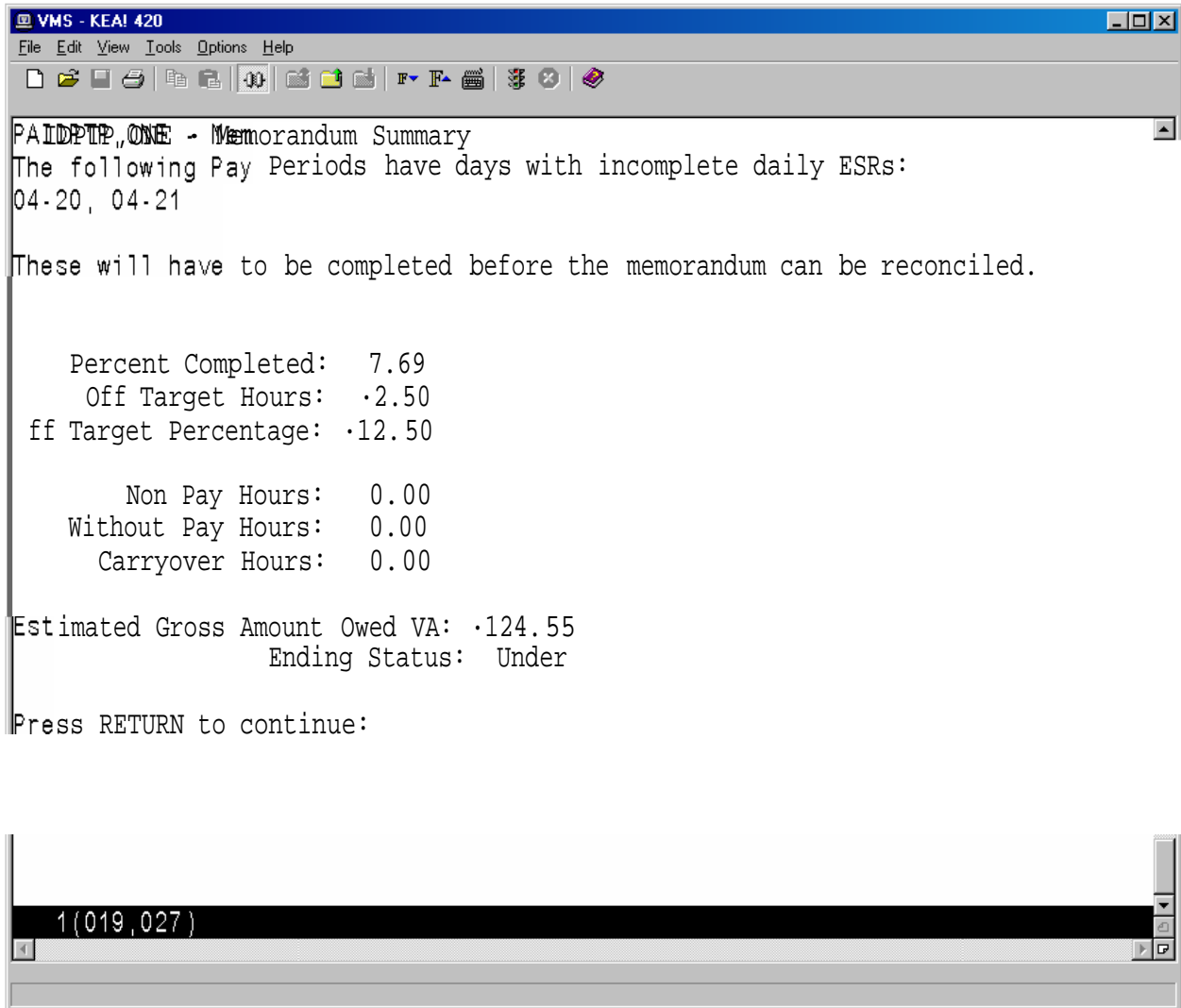
### Reconcile Memoranda

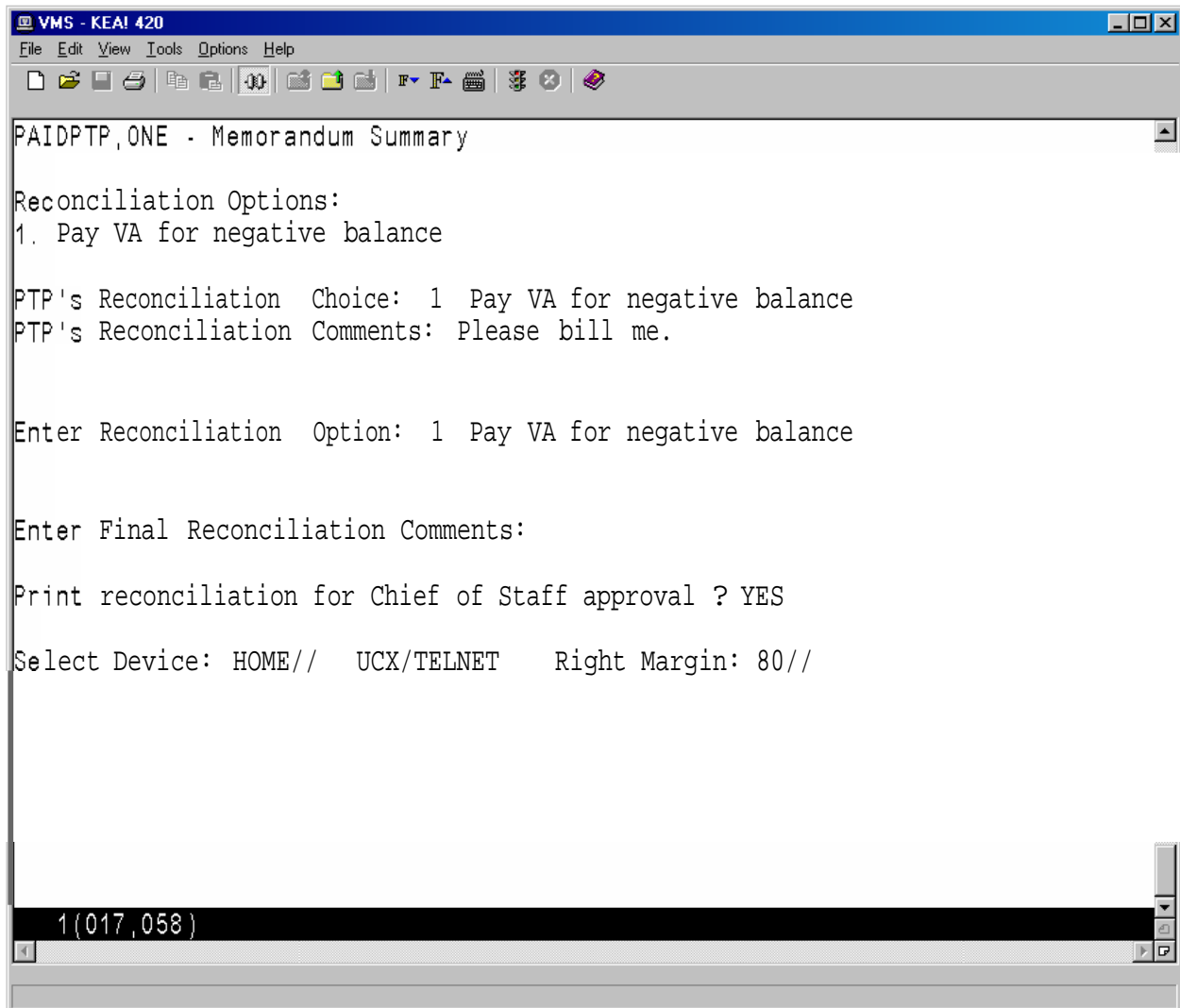
This option allows Human Resources personnel to review a part-time physician's Memorandum of Service Level Expectations and to complete the memorandum reconciliation, once the part-time physician has completed and signed the Begin Reconciliation Process form

This option allows you to add the part-time physician's comments if the reconciliation was handled on paper, and to add any additional comments.

After you electronically sign the reconciliation, it will lock the memorandum so that no further changes can be made.







## Memoranda Report

This option allows you to review a memorandum for a selected employee and pay period.

After an employee has been selected, enter any pay period covered by the memorandum and then select a device.

VA TIME & ATTENDANCE SYSTEM  
DISPLAY PT PHYSICIAN MEMORANDA

Select EMPLOYEE: **PAIDPTP,ONE** 000-28-0001

Select PAY PERIOD: **04-21**

Select Device: HOME// **<RET>** UCX/TELNET Right Margin: 80// **<RET>**

The software displays all of the information related to the part-time physician's Memorandum of Service Level Expectations.

Human Resources Personnel

The first page of the report includes fields that help to identify the part-time physician (name, SSN, T&L, etc.), a memorandum summary (start/end dates, agreed hours, completion percentages, etc.), a listing of pay periods covered by the memorandum, and the hours credited during each of these pay periods.

```
!!!VMS - KEA1420
File Edit View Tools Options Help
PP:04-21          VA TIME & ATTENDANCE SYSTEM          6114/05
                  DISPLAY PT PHYSICIAN MEMORANDA
PAIDPTP,ONE      XXX-XX-0001
Pay Plan: L      Duty Basis: 2      FLSA: E      Normal Hours: 40      Comp/Flex: C
T&L: 221        Station: 500
Memorandum & Leave Status thru PP 05-10 Ending Sat 28-May-05
Start Date: OCT 03, 2004 | Agreed Hours: 1040.00 | LWOP Hrs: 1.00
End Date: OCT 01, 2005 | Hours Worked: 581.75 | Non Pay Hrs: 0.00
16 of 26 PP = 61.54% | Carryover Hrs: 0.00 | Off Target Hrs: -39.75
% Hrs Completed = 57.68% | Total Hrs: 599.25 | Off Target%: -6.22
Agreement will be met by averaging 43.98 Hrs/PP during remainder of memo.
AL Bal: 200.00 Approved future AL thru Leave Year: 0.00 Max carryover: 240
Potential AL hours to be lost by JAN 07, 2006 excluding Approved AL: 24

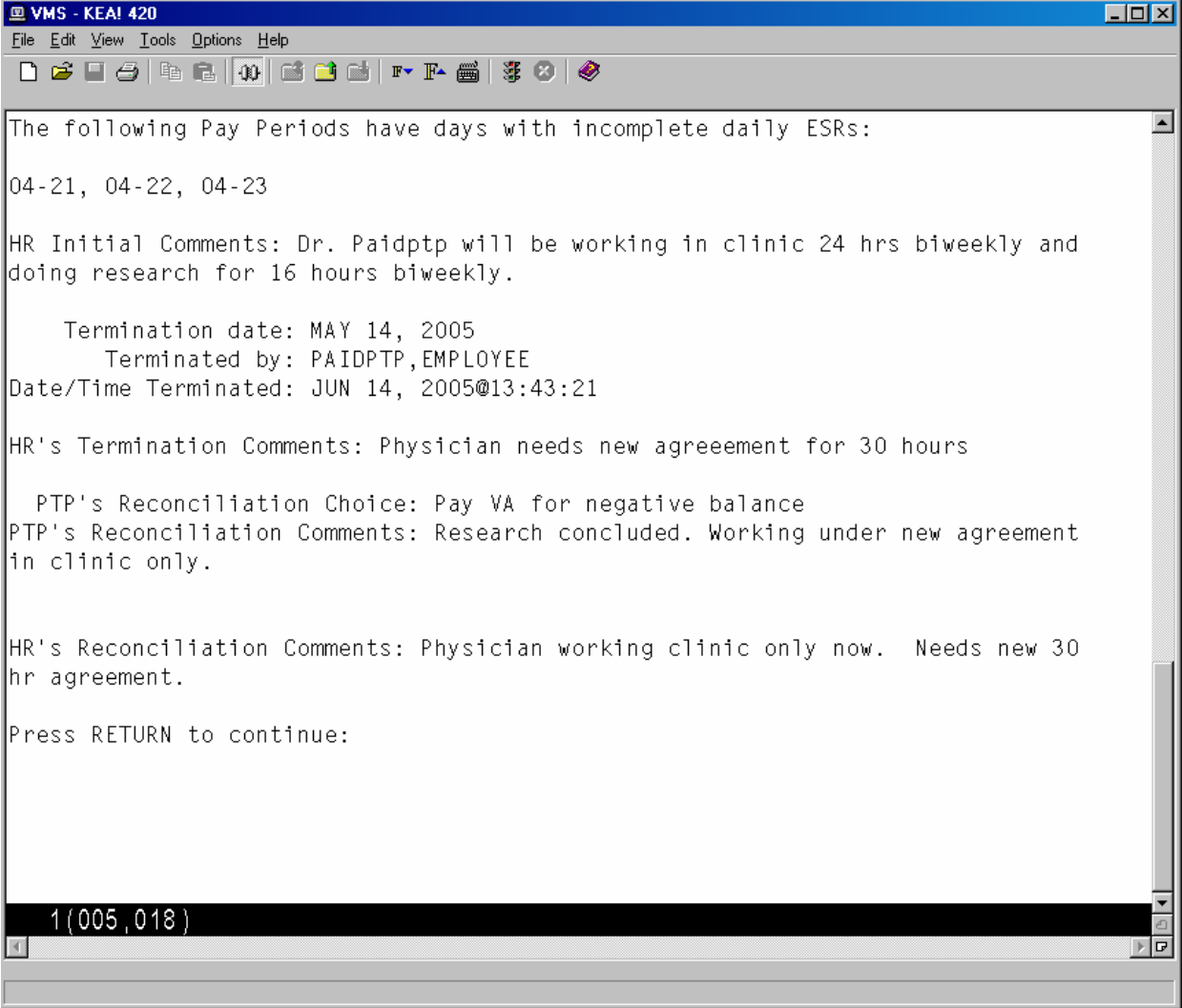
04-20: 41.50  04-26: 40.00  05-06: 34.50  05-12:      05-18:
04-21: 30.00  05-01: 46.00  05-07: 29.25  05-13:      05-19:
04-22: 34.50  05-02: 40.00  05-08: 36.75  05-14:
04-23: 20.00  05-03: 39.50  05-09: 45.25  05-15:
04-24: 30.00  05-04: 42.00  05-10:      05-16:
04-25: 46.50  05-05: 26.00  05-11:      05-17:

Press RETURN to continue:

1(005,018)
```

Following is the second page of the report. If there are any prior pay periods with incomplete ESRs, they will be listed next. If any Non-Pay or Leave Without Pay occurred during the memorandum, it will be listed next along with the pay period in which it occurred. Finally, any comments (Initial, Reconciliation, Termination, etc.), and related dates and times when actions were taken are displayed. If the memorandum has ended and the part-time as entered their reconciliation choice via the electronic form, their choice and any reconciliation comments will also be listed.

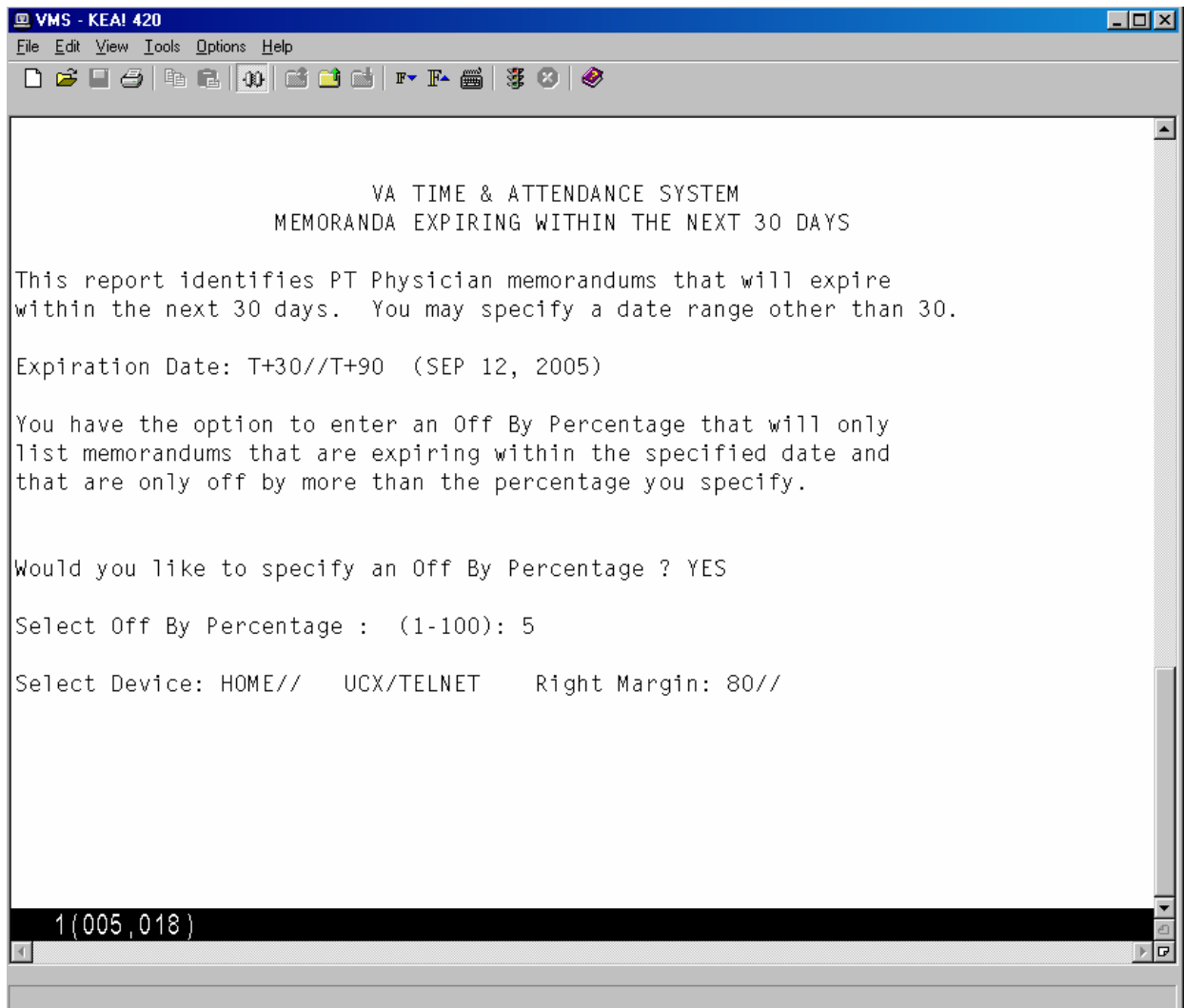
**WARNING! If there are incomplete ESRs, DO NOT proceed with the reconciliation.**



### Memoranda Expiring Within Date Range

This option allows Human Resources personnel to identify a part-time physician's Memorandum of Service Level Expectations that will expire within the specified date range, so that the appropriate paperwork to begin the memorandum renewal can be initiated.

You have the option of entering an "Off By" percentage between 1 and 100. When entered, only memorandums that are off by more than the percentage you specify will be included. For example, if you enter 5, only memorandums within the date range you've selected and that are off by more than 5% will be included.



VMS - KEA1420

File Edit View Tools Options Help

PP:05-10 VA TIME & ATTENDANCE SYSTEM 6/14/05  
 DISPLAY PT PHYSICIAN MEMORANDA

PAIDPTP,ONE XXX-XX-0001  
 Pay Plan: 1 Duty Basis: FLSA: N Normal Hours: 40 Comp/Flex: F  
 T&L: 221 Station: 528

Memorandum & Leave Status thru PP 05-10 Ending Sat 28-May-05

Start Date: SEP 05, 2004		Agreed Hours: 1040.00		LWOP Hrs: 6.50
End Date: SEP 03, 2005		Hours Worked: 833.50		Non Pay Hrs: 0.00
20 of 26 PP = 76.92%		Carryover Hrs: 0.00		Off Target Hrs: 40.00
% Hrs Completed = 80.65%		Total Hrs: 833.50		Off Target%: 5.04

Agreement will be met by averaging 33.33 Hrs/PP during remainder of memo.

AL Bal: 260.00 Approved future AL thru Leave Year: 88.00 Max carryover: 240  
 Potential AL hours to be lost by JAN 07, 2006 excluding Approved AL: 60

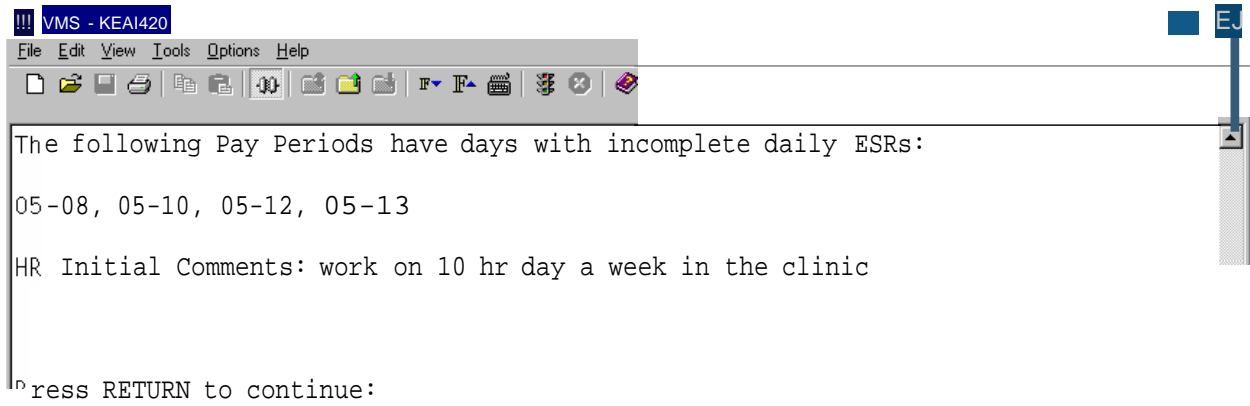
04-18: 89.00	04-24: 48.00	05-04: 36.00	05-10: 0.00	05-16:
04-19: 31.00	04-25: 40.00	05-05: 36.00	05-11: 35.50	05-17:
04-20: 42.00	04-26: 48.00	05-06: 37.00	05-12: 4.00	
04-21: 38.00	05-01: 36.00	05-07: 36.00	05-13:	
04-22: 43.00	05-02: 44.00	05-08: 45.00	05-14:	
04-23: 48.00	05-03: 36.00	05-09: 65.00	05-15:	

Press RETURN to continue:

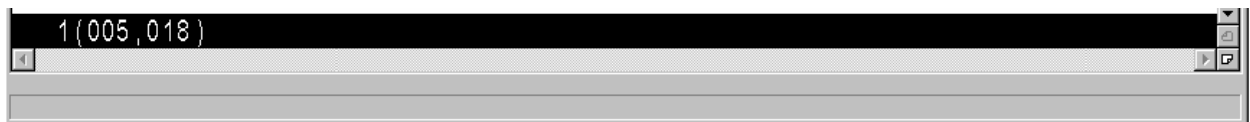
1(005,018)



## Human Resources Personnel



ere were 1 PT Physician Memorandums expiring in the date range specified  
o were more than 5% off target.



### Display Pay Period ESR

This option allows Human Resources personnel to review a part-time physician's ESR record for a selected pay period. Any pay period from a current or past memorandum may be selected.

VMS - KEA! 420

File Edit View Tools Options Help

PP:05-09 VA TIME & ATTENDANCE SYSTEM 5/13/05

PT PHYSICIAN ESR FOR PP 05-09

PAIDPTP, ONE XXX-XX-0001

Pay Plan: L Duty Basis: 2 FLSA: E Normal Hours: 40 Comp/Flex: C

T&L: 221 Station: 500

Incomplete Days: 6

Day	Tour Description	Postings	Time Code	Meal	Hours	Status
			Remarks Code			
Sun	1-May-05	DAY OFF				PENDING
		MID-04:00A	RG REG TIME	0	04:00	
		11:30P-08:00A	RG REG TIME	30	08:00	
Mon	2-May-05	10 07:00A-03:30P				PENDING
		08:00A-03:30P	RG REG TIME	15	07:15	
		05:00P-07:00A	RG REG TIME	30	13:30	
Tue	3-May-05	DAY OFF				PENDING
		07:00A-08:00A	RG REG TIME		01:00	
		09:00A-NOON	RG REG TIME	30	02:30	
		12:30P-02:00P	RG REG TIME		01:30	
		04:00P-05:00P	RG REG TIME		01:00	
		06:00P-09:00P	RG REG TIME	30	02:30	

Press RETURN to Continue.

1(024,026)

Human Resources Personnel

VMS - KEA! 420

File Edit View Tools Options Help

PP:05-09 VA TIME & ATTENDANCE SYSTEM 5/13/05  
 PT PHYSICIAN ESR FOR PP 05-09

PAIDPTP, ONE XXX-XX-0001  
 Pay Plan: L Duty Basis: 2 FLSA: E Normal Hours: 40 Comp/Flex: C  
 T&L: 221 Station: 500

Incomplete Days: 6

Day	Tour Description	Postings	Time Code	Meal	Hours	Status
		Remarks Code				
		09:30P-10:00P	RG REG TIME		00:30	
		10:00P-01:00A	RG REG TIME		03:00	
4-May-05	10	07:00A-03:30P				APPROVED
		07:00A-NOON	RG REG TIME		05:00	
		NOON-01:00P	AA AUTH ABS	30	00:30	
			AA GRANTED BY SUPR.			
		01:00P-04:00P	RG REG TIME		03:00	
	PTP Remarks: TEST					
Thu	5-May-05	1	DAY OFF			PENDING
			07:00A-06:45A	RG REG TIME	15 23:30	
Fri	6-May-05	10	07:00A-03:30P			APPROVED
			08:00A-09:00A	RG REG TIME	30 00:30	

Press RETURN to Continue.

1(024,026)

VMS - KEA! 420

File Edit View Tools Options Help

PP:05-09 VA TIME & ATTENDANCE SYSTEM 5/13/05  
 PT PHYSICIAN ESR FOR PP 05-09

PAIDPTP, ONE XXX·XX-0001  
 Pay Plan: L Duty Basis: 2 FLSA: E Normal Hours: 40 Comp/Flex: C  
 T&L: 221 Station: 500

Incomplete Days: 6

Day	Tour Description	Postings	Time Code	Meal	Hours	Status
			Remarks Code			
Sat 7-May-05	DAY OFF					PENDING
	07:00A-08:00A		RG REG TIME	0	01:00	
Sun 8-May-05	1 DAY OFF					DAY OFF
Mon 9-May-05	10 07:00A-03:30P					APPROVED
	07:00A-03:30P		AL ANNUAL LV	60	07:30	
			SF71 ON FILE			
Tue 10-May-05	1 DAY OFF					DAY OFF
Wed 11-May-05	10 07:00A-03:30P					NOT STARTED
Thu 12-May-05	1 DAY OFF					DAY OFF
Fri 13-May-05	1 DAY OFF					DAY OFF
Sat 14-May-05	1 DAY OFF					DAY OFF

Press RETURN to Continue.

1(024,026)

## **Employee Menu**

Prior to this patch, all part-time physicians tracked their time and attendance on paper form VA Form 4-5631a, known as a Subsidiary Record. After this patch, the part-time physicians who elect to enter into a Memorandum of Service Level Expectations with the VA will track their time and attendance via an automated Electronic Subsidiary Record which will be stored within the VistA PAID/ETA software files.

## **Changed Options**

### **Cancel Leave Request**

Approved leave is automatically posted to the ESR. This option was modified to remove such leave from the ESR when the employee cancels it.

### **Edit Leave Request**

Approved leave is automatically posted to the ESR. This option was modified to remove such leave from the ESR when the leave is edited since editing revokes the supervisor's approval of the leave.

## **New Options**

### **PT Physician with Memorandum Menu**

The PT Physician With Memorandum Menu has been added to the existing Employee Menu, and contains the options used by part-time physicians with a Memorandum of Service Level Expectations to perform the necessary actions related to tracking of their Time and Attendance.

This menu is only accessible to employees that hold the PRSP EMP key. This key is automatically assigned when Human Resources enters a memorandum for the employee.

### **Electronic Subsidiary Record-Daily Enter/Edit**

This option displays the action pick list and two new screens that will allow the part-time physician to monitor the status of their Electronic Subsidiary Record (ESR) for a selected pay period, and to enter their time and attendance. The first screen is called the Work Summary Screen (WSS) and the second is called the ESR Data Entry Screen.

### ***Action Pick List***

When the Electronic Subsidiary Record-Daily Enter/Edit option is first invoked, the software reviews the part-time physician's memorandum and generates a pick list of items requiring their attention. The pick list contains the following types of actions in this order:

1. Any prior memoranda that need to be reconciled.
2. Any prior pay periods that have incomplete daily ESRs.
3. The current pay period.
4. The next pay period if it has been opened and if the part-time physician has an active memorandum covering this pay period.

The following is an example of the action pick list that you might see upon entering this option.

```
Select PT Physician With Memorandum Menu Option: 1 Electronic Subsidiary
Record-Daily Enter/Edit
```

```
1. Reconcile Prior Memorandum from OCT 05, 2003 TO OCT 02, 2004
2. Edit ESR for prior pay period 04-18 [Sun 5-Sep-04 - Sat 18-Sep-04]
3. Edit ESR for prior pay period 04-20 [Sun 3-Oct-04 - Sat 16-Oct-04]
4. Edit ESR for prior pay period 04-21 [Sun 17-Oct-04 - Sat 30-Oct-04]
Select an Item : (1-4): 1//
```

Items selected from group 1 are covered later in this document.

If the part-time physician selects any item from group 2, 3 or 4, the Work Summary Screen (WSS) screen is displayed.

### ***The Work Summary Screen***

Once an item is selected from group 2, 3, or 4, the Work Summary Screen for that item is displayed. Information such as the employee name, SSN, Station Number, Normal Hours, Duty Base, T&L, Pay Plan, and the last Pay Period processed are displayed, as well as memorandum and annual leave information, as of that pay period. (Please see the supplement at the end of this document for a description of all pertinent fields.)

The days of the pay period are grouped by week, and are listed in order of the day number (not the date) for selection. Each day shows the ESR Daily Status and a listing of the various types of time recorded for this day, if any.

When the pay period is opened, the system initially populates each ESR day with a status of either DAY OFF (if the employee does not have a scheduled tour for that day) or NOT STARTED (if the employee does have a scheduled tour for that day).

Once you complete and sign the ESR for a particular day, the status is updated to one of the following.

*PENDING* - the ESR day was modified and saved, but not signed.

*SIGNED* - the ESR day was completed and signed.

All days on the ESR with a scheduled tour, must be electronically signed by the physician. There may be circumstances when no work is performed and no leave is taken on a scheduled day. In this case, the physician electronically signs the day by selecting the day, and without entering any time on the ESR, saves the ESR day. When an ESR day is saved with no work or leave entered, you are prompted to sign the day.

NOTE: The supervisor reviews ESR days that have been signed by a part-time physician. The supervisor can change the status of the day to either APPROVED or RESUBMIT. The APPROVED status indicates that no further action needs to be taken by the part-time physician. The RESUBMIT status indicates that the part-time physician should modify the data on the ESR and then re-sign it.

## Sample Work Summary Screen

VMS - KEA! 420

File Edit View Tools Options Help

PP:04-20 VA TIME & ATTENDANCE SYSTEM 5/17/05

Work Summary Screen for Part Time VA Physician

PAIDPTP,ONE XXX-XX-0001

Pay Plan: L Duty Basis: 2 FLSA: E Normal Hours: 10 Comp/Flex:

&L: 028 Station: 528

Memorandum & Leave Status thru PP 04-23 Ending Sat 27-Nov-04

Start Date: OCT 03, 2004	Agreed Hours: 260.00	LWOP Hrs: 0.00
TERMINATED: OCT 30, 2004	Hours Worked: 17.50	Non Pay Hrs: 0.00
2 of 26 PP = 7.69%	Carryover Hrs: 0.00	Off Target Hrs: -2.50
% Hrs Completed= 6.73%	Total Hrs: 17.50	Off Target %: -12.50

This memorandum has ended

AL Bal: 67.00 Approved future AL thru Leave Year: 0.00 Max carryover: 240

Potential AL hours to be lost by Jan 07, 2006 excluding Approved AL: 0

ESR Hours Week 1: 9.00 Week 2: 0.00 Total: 9.00

Day	Week 1	Week 2
1	Sun PENDING · RG	8 Sun DAY OFF
2	Mon DAY OFF	9 Mon DAY OFF
3	Tue DAY OFF	10 Tue DAY OFF
4	Wed DAY OFF	11 Wed DAY OFF
5	Thu RESUBMIT 000-666-0000	12 Thu RESUBMIT
6	DAY OFF	13 Fri RESUBMIT
7	DAY OFF	14 Sat NOT STARTED

Select day : (1,14):

1(024,023)



***The Daily Electronic Subsidiary Record (ESR)***

Once you select a day, the Electronic Subsidiary Record (ESR) for that day is displayed. Up to seven separate entries may be made for each day. The part-time physician should enter the appropriate number of entries to accurately reflect the actual work performed during the course of the day.

The time segments should be posted in chronological order whenever possible but the software will accept the postings in any order. For example, if an additional time segment needs to be added at a later date, it can be added to the end of the existing list of postings.

The ESR Data Entry Screen includes employee information such as name, SSN, Station Number, Time and Leave Unit, the Tour Beginning Date, and if a tour has been assigned to the day, a summary of the tour's start/stop times and meal time, if any. (Please see the supplement at the end of this document for a complete list of pertinent field descriptions.)

Following is a list of the data entry fields with a brief description

START	The time that an individual work or leave segment began.
STOP	The time than an individual work or leave segment ended.
TYPE OF TIME	The type of time worked or leave taken. AA Authorized Absence AD Adopt AL Annual Leave CB Family Care CP Continuation of Pay (COP) DL Donor Leave HX Holiday Excused ML Military Leave NL Non-pay Annual Leave RG Regular Time RL Restored Annual Leave SL Sick Leave TR Training TV Travel WP Leave Without Pay
REMARKS CODE	A code which further describes the TYPE OF TIME entered. Only the appropriate REMARKS CODES that correspond to the TYPE OF TIME entered will be allowed. Enter a ? for a list of the appropriate choices. (This field is optional.)
MEAL	Enter the best approximation of time for the meal during this work segment, in increments of 15 minutes. Meals may not be longer than 60 minutes, so appropriate meal times are 15, 30, 45, and 60. Enter a 0 or leave the field blank to indicate that no meal was taken. When meals are taken, they must be entered, even when they are not scheduled for that tour. Meals may be entered for periods of both regular hours and leave. Entering the meal time will automatically deduct the meal from the total creditable hours in the work segment.
HRS	This is a calculated field. The system will automatically enter the number of hours entered for each segment based on the START, STOP, and MEAL times.
REMARKS	Any further comments you would like to enter. Any remarks entered here are seen by the supervisor when they review the daily ESR. (This field is optional unless Authorized Absence is entered.)

As you make each entry, you can move to the next field on the form by entering a Tab or by pressing the Enter key. A question mark (?) may be entered at most fields for a list of possible entries and/or formats. For further information on using this type of edit screen, please refer to Chapter 1 of the Personnel and Accounting Integrated Data (PAID) User Manual, which can be accessed from the VistA Documentation Library (VDL) web page at [www.va.gov/vdl/](http://www.va.gov/vdl/).

Up-arrow REMARKS (^REMARKS) allows you to jump to the REMARKS field. This field is free text and will allow up to 70 characters. These remarks are optional, but they may be helpful to the Supervisor as they review your daily ESRs. It is recommended that REMARKS be entered when the part-time physician deviates from their normally scheduled tour of duty or if they work on a day where they were not scheduled to work.

The software allows you to skip to the COMMAND prompt by entering an up-arrow (^) in any field. You can automatically save the changes and skip directly to the electronic signature prompt by entering Num Lock and then E in any field.

Once you have completed your daily ESR entries and navigated to the COMMAND prompt, enter SAVE or EXIT. If you enter EXIT without saving first, you will be asked if you wish to save your entries. Once you enter SAVE, you will be asked for an Electronic Signature. If you do not enter a signature, the ESR is given a status of PENDING, and you will see the following message:

PENDING: changes were saved without signature.

### Sample ESR

Some of the fields will allow abbreviated entries. For example, you may enter 7A or 3P for a time. You may enter a question mark (?) at most fields for a description of acceptable formats and/or entries.

VMS - KEA! 420

File Edit View Tools Options Help

Connect/Disconnect Session

PAIDPTP, ONE VA TIME & ATTENDANCE SYSTEM XXX-XX-0001

Station: 528 Tour Beginning T&L: 028

Sat 16-Oct-04

our: 07:00A-06:00P Meal: 60

	START	STOP	TYPE OF TIME	REMARKS CODE	MEAL	HRS
1	07:00A	03:30P	RG		30	08:00
2						0
3						0
4						0
5						0
6						0
7						0

REMARKS: Called in to cover.

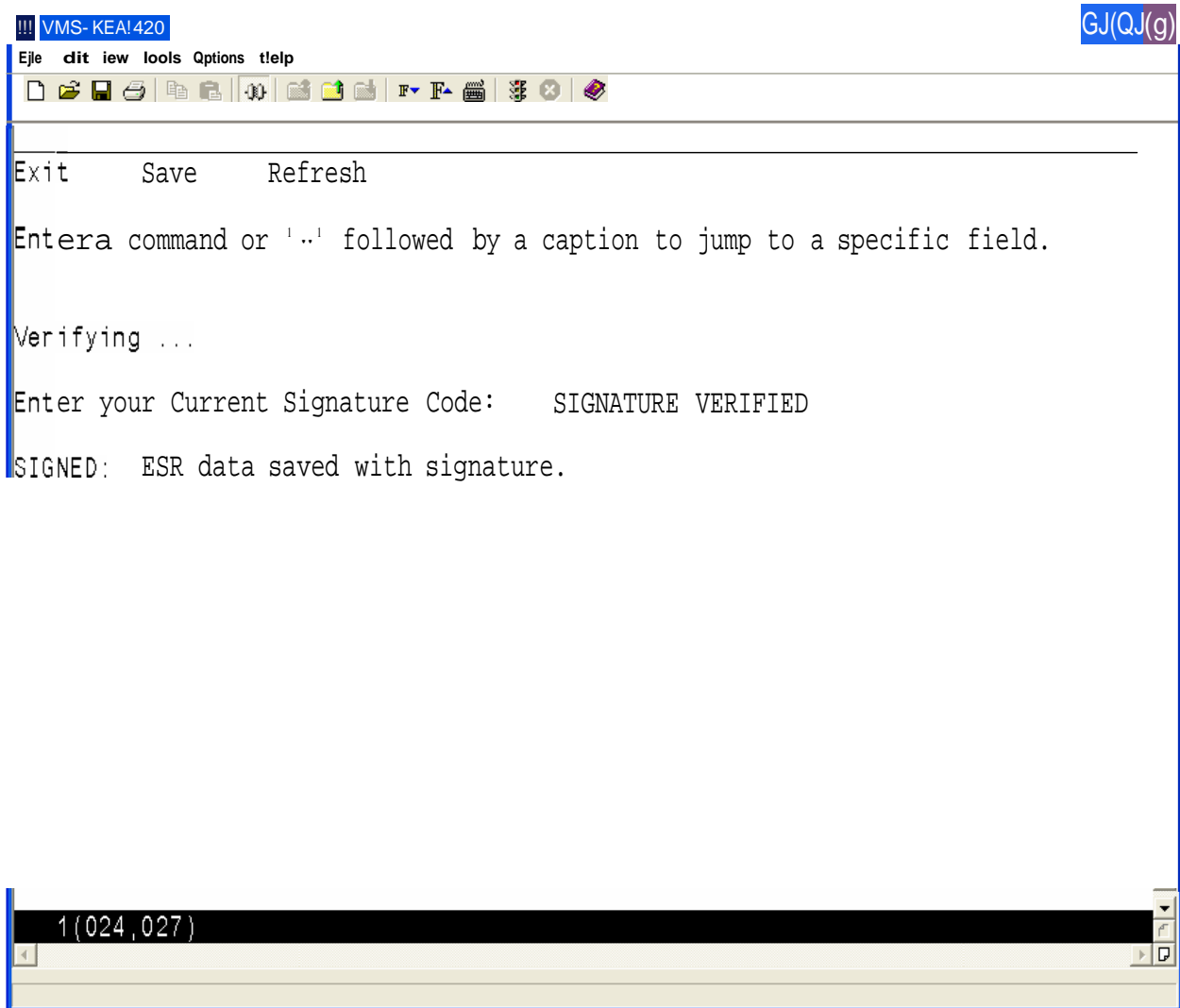
Exit Save Refresh

Enter a command or 'A' followed by a caption to jump to a specific field.

Verifying ...

1(024,036)

## Employee Menu



**Extended Absence**

This menu contains options used to enter or maintain extended absence records. An extended absence is a future period of time when the part-time physician will not be performing work for the VA during a normally scheduled tour of duty and they are not planning on using an approved type of leave to cover their absence.

An electronic signature code is required to use these options. An electronic signature code can be entered/edited through the Electronic Signature Code Edit option.

***Enter Extended Absence***

This option allows a part-time physician to specify a future period of time when they will not be performing work for the VA (extended absence). The software automatically changes the status to “Signed” for ESR days with a scheduled tour of duty, if those days are covered by the period of extended absence. Therefore, the physician does not need to manually update their ESR during their absence.

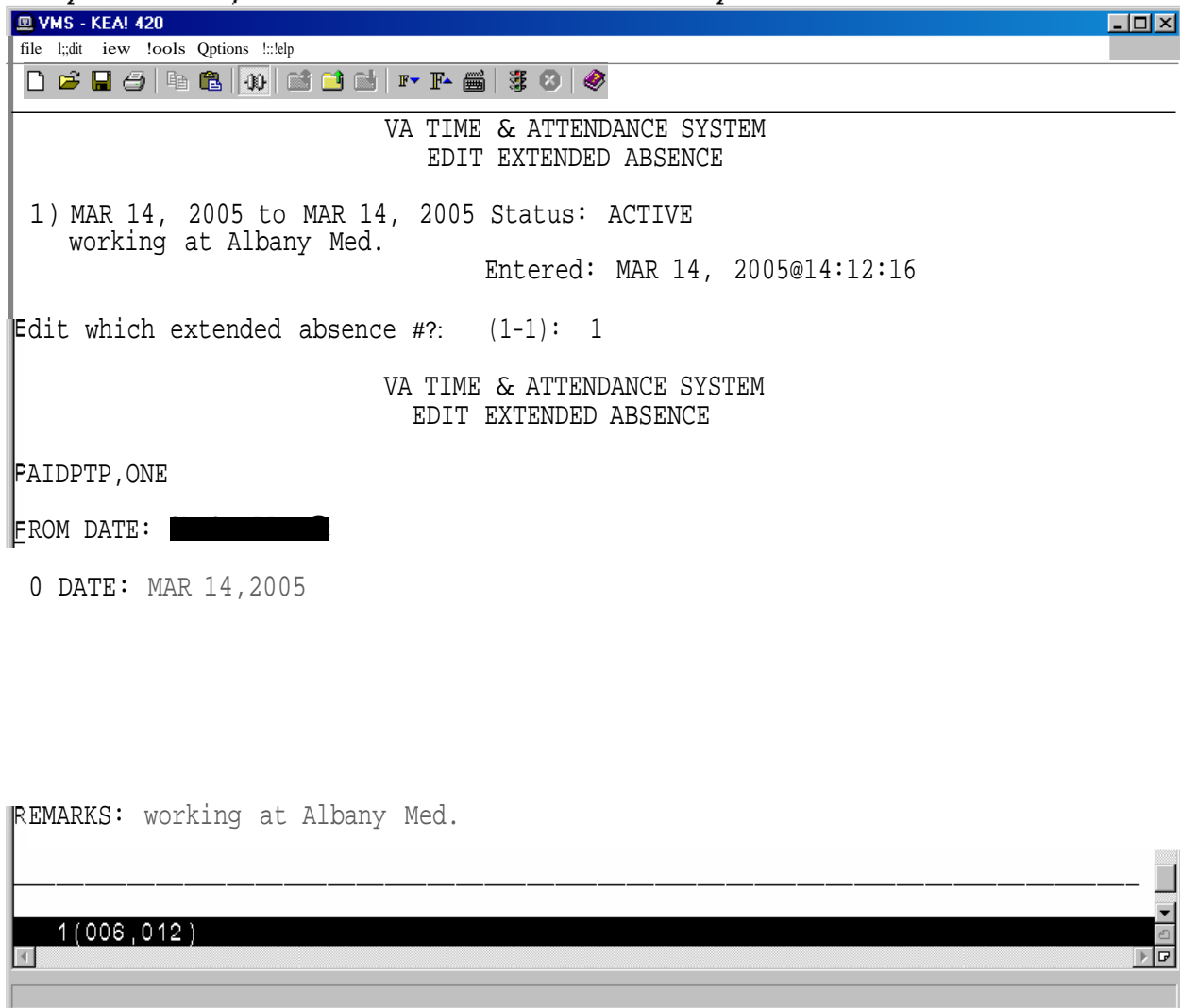
You are prompted to enter a beginning and ending date for a new period of extended absence, as well as any remarks. An electronic signature code is required to complete the entry.

Please see the sample screen provided under Edit Extended Absence.

***Edit Extended Absence***

This option allows the part-time physician to edit a previously entered extended absence. The software will automatically update the current and future days on the ESR as necessary. However, any ESR days that are prior to the current day will not be automatically modified when an extended absence is edited. An extended absence cannot be edited if its “To Date” is prior to the current day. A signature code is required to complete the edit.

*Sample Screens for Enter/Edit Extended Absence options.*



*Edited. Screen*

VMS - KEA! 420

file !:dit iew !ools Options !:!elp

VA TIME & ATTENDANCE SYSTEM  
EDIT EXTENDED ABSENCE

PAIDPTP, ONE

FROM DATE: MAR 14, 2005

O DATE: MAR 14, 2005

REMARKS: Working at St. Peter's for the day.

Exit Save Refresh

Enter a command or ''' followed by a caption to jump to a specific field.

Verifying ...

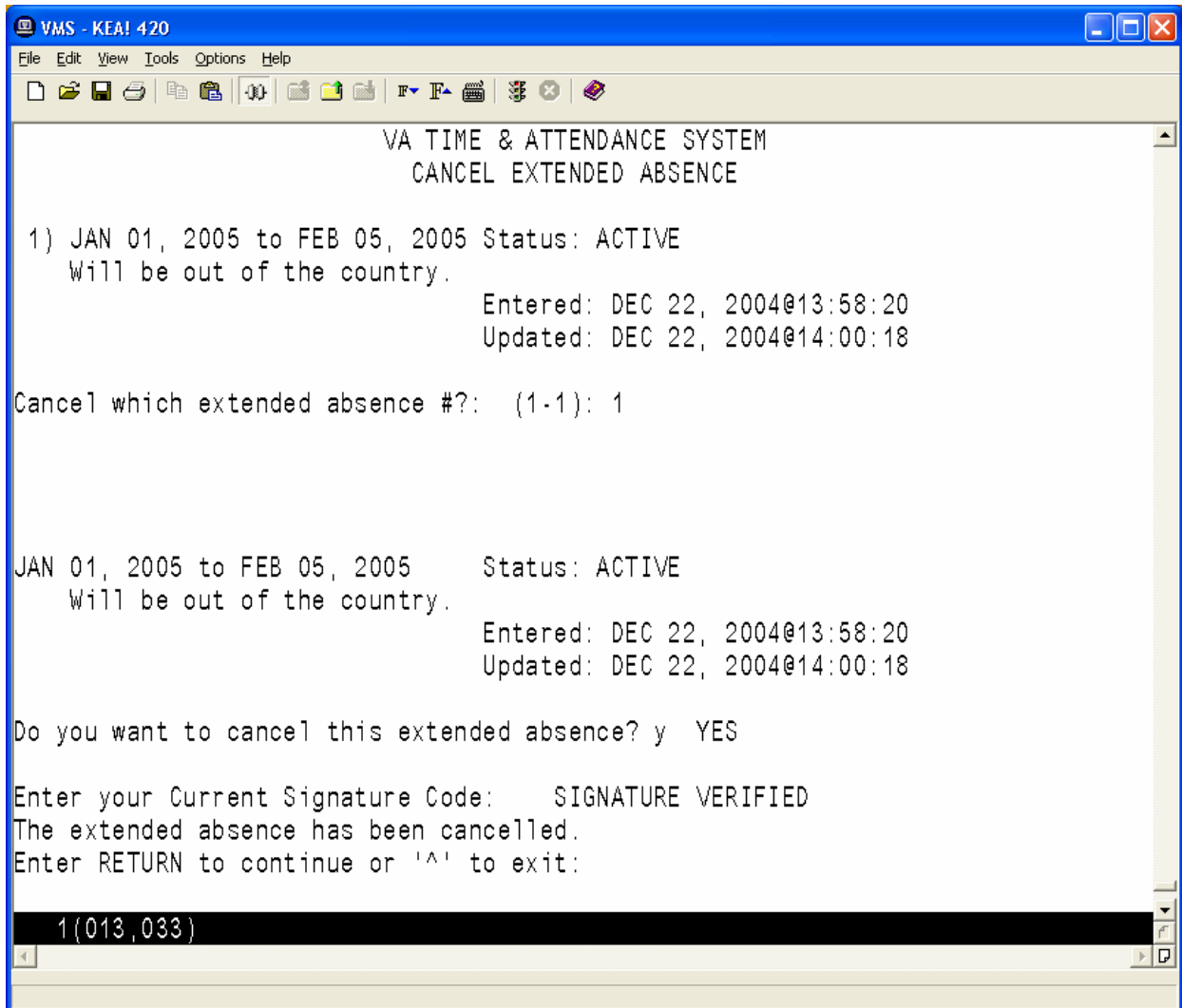
Enter your Current Signature Code:

1(026,036)



### ***Cancel Extended Absence***

This option allows the part-time physician to cancel a previously entered extended absence. The software will automatically update the current and future days on the ESR, as necessary. However, any ESR days that are prior to the current day will not be automatically modified when an extended absence is cancelled. An extended absence cannot be cancelled if its "To Date" is prior to the current day.



### *Display Extended Absence*

This option allows you to display a list of extended absence records that end on or after a specified date. The timeframe of the absence, as well as any remarks, the status, and the dates entered and/or updated are displayed.

```

!!!
VA TIME & ATTENDANCE SYSTEM
42
FILE EDIT VIEW TOOLS OPTIONS HELP
[Icons]
VA TIME & ATTENDANCE SYSTEM
DISPLAY EXTENDED ABSENCE
Begin
JAN n with Date Til 1/1/05 (JAN 01. 2005)
31. 2005 to JAN 31. 2005 Status: ACTIVE
SICK - WILL MAKE UP ON 2/1
MAR Entered: JAN 31. 2005@07 01.30
14. 2005 to MAR 16. 2005 Status: ACTIVE
ATTENDING SEMINAR AT LOCAL HOSPITAL
MAR Entered: MAR 14. 2005@09.17 49
21. 2005 to MAR 25. 2005 Status: ACTIVE
OFF WEEK - AT LOCAL HOSPITAL
F Entered: MAR 14. 2005@09.19.19
Enter RETURN to continue or 'A' to exit.
1(010,042)

```

### Display Pay Period ESR

This option displays a part-time physician's ESR record for a selected pay period. Any pay period from a current or past memorandum may be selected.

VMS - KEA! 420

File Edit View Tools Options Help

PP: 05-09 VA TIME & ATTENDANCE SYSTEM 5/13/05

PT PHYSICIAN ESR FOR PP 05-09

PAIDPTP, ONE XXX-XX-0001

Pay Plan: L Duty Basis: 2 FLSA: E Normal Hours: 40 Comp/Flex: C

T&L: 221 Station: 500

Incomplete Days: 6

Day	Tour Description	Postings	Time Code	Meal	Hours	Status
			Remarks Code			
Sun	1-May-05	DAY OFF				PENDING
		MID-04:00A	RG REG TIME	0	04:00	
		11:30P-08:00A	RG REG TIME	30	08:00	
Mon	2-May-05	10 07:00A-03:30P				PENDING
		08:00A-03:30P	RG REG TIME	15	07:15	
		05:00P-07:00A	RG REG TIME	30	13:30	
Tue	3-May-05	DAY OFF				PENDING
		07:00A-08:00A	RG REG TIME		01:00	
		09:00A-NOON	RG REG TIME	30	02:30	
		12:30P-02:00P	RG REG TIME		01:30	
		04:00P-05:00P	RG REG TIME		01:00	
		06:00P-09:00P	RG REG TIME	30	02:30	

Press RETURN to Continue.

1(024,026)

VMS - KEA! 420

File Edit View Tools Options Help

PP:05-09 VA TIME & ATTENDANCE SYSTEM 5/13/05  
PT PHYSICIAN ESR FOR PP 05-09

PAIDPTP, ONE XXX-XX-0001  
Pay Plan: L Duty Basis: 2 FLSA: E Normal Hours: 40 Comp/Flex: C  
T&L: 221 Station: 500

Incomplete Days: 6

Day	Tour Description	Postings	Time Code	Meal	Hours	Status
			Remarks Code			
		09:30P-10:00P	RG REG TIME		00:30	
		10:00P-01:00A	RG REG TIME		03:00	
4-May-05	10	07:00A-03:30P				APPROVED
		07:00A-NOON	RG REG TIME		05:00	
		NOON-01:00P	AA AUTH ABS	30	00:30	
			AA GRANTED BY SUPR.			
		01:00P-04:00P	RG REG TIME		03:00	
	PTP Remarks: TEST					
Thu	5-May-05	1	DAY OFF			PENDING
			07:00A-06:45A	RG REG TIME	15 23:30	
Fri	6-May-05	10	07:00A-03:30P			APPROVED
			08:00A-09:00A	RG REG TIME	30 00:30	

Press RETURN to Continue.

1(024,026)

Employee Menu

VMS - KEA! 420

File Edit View Tools Options Help

PP:05-09 VA TIME & ATTENDANCE SYSTEM 5/13/05  
 PT PHYSICIAN ESR FOR PP 05-09

PAIDPTP, ONE XXX·XX-0001  
 Pay Plan: L Duty Basis: 2 FLSA: E Normal Hours: 40 Comp/Flex: C  
 T&L: 221 Station: 500

Incomplete Days: 6

Day	Tour Description	Postings	Time Code	Meal	Hours	Status
			Remarks Code			
Sat 7-May-05	DAY OFF					PENDING
		07:00A-08:00A	RG REG TIME	0	01:00	
Sun 8-May-05	1 DAY OFF					DAY OFF
Mon 9-May-05	10 07:00A-03:30P					APPROVED
		07:00A-03:30P	AL ANNUAL LV	60	07:30	
			SF71 ON FILE			
Tue 10-May-05	1 DAY OFF					DAY OFF
Wed 11-May-05	10 07:00A-03:30P					NOT STARTED
Thu 12-May-05	1 DAY OFF					DAY OFF
Fri 13-May-05	1 DAY OFF					DAY OFF
Sat 14-May-05	1 DAY OFF					DAY OFF

Press RETURN to Continue.

1(024,026)

## Display Memoranda

This option displays information related to the part-time physician's Memorandum of Service Level Expectations. It includes fields that help to identify the part-time physician (name, SSN, T&L etc.) and a memorandum summary (Start/End dates, Agreed Hours, completion percentages etc.). This will be followed by a list of pay periods covered by the memorandum and the hours credited during each of these pay periods. If any Non-Pay or Leave Without Pay occurred during the memorandum, a list of the hours and the pay period in which they occurred will be displayed.

If the memorandum has ended and the part-time physician has selected their reconciliation choice via the electronic form, their reconciliation choice and any reconciliation comments will be displayed.

```

VMS - KEA1 420
File Edit View Tools Options Help
PP:05-12          VA TIME & ATTENDANCE SYSTEM          6/14/05
                DISPLAY PT PHYSICIAN MEMORANDA
PAIDPTP,ONE          XXX-XX-0001
Pay Plan: 1      Duty Basis: 1      FLSA: N      Normal Hours: 20      Comp/Flex: F
T&L: 221          Station: 528
Memorandum & Leave Status thru PP 05-10 Ending Sat 28-May-05
Start Date: SEP 05, 2004 | Agreed Hours: 520.00 | LWOP Hrs: 6.50
End Date: SEP 03, 2005 | Hours Worked: 120.00 | Non Pay Hrs: 0.00
  2 of 26 PP = 7.69% | Carryover Hrs: 0.00 | Off Target Hrs: 86.50
% Hrs Completed = 23.37% | Total Hrs: 120.00 | Off Target %: 258.21
Agreement will be met by averaging 16.40 Hrs/PP during remainder of memo.

AL Bal: 260.00 Approved future AL thru Leave Year: 88.00 Max carryover: 240
Potential AL hours to be lost by JAN 07, 2006 excluding Approved AL: 60

04-18: 89.00 04-24: 05-04: 05-10: 05-16:
04-19: 31.00 04-25: 05-05: 05-11: 05-17:
04-20: 04-26: 05-06: 05-12:
04-21: 05-01: 05-07: 05-13:
04-22: 05-02: 05-08: 05-14:
04-23: 05-03: 05-09: 05-15:

Press RETURN to continue:
1(005,018)

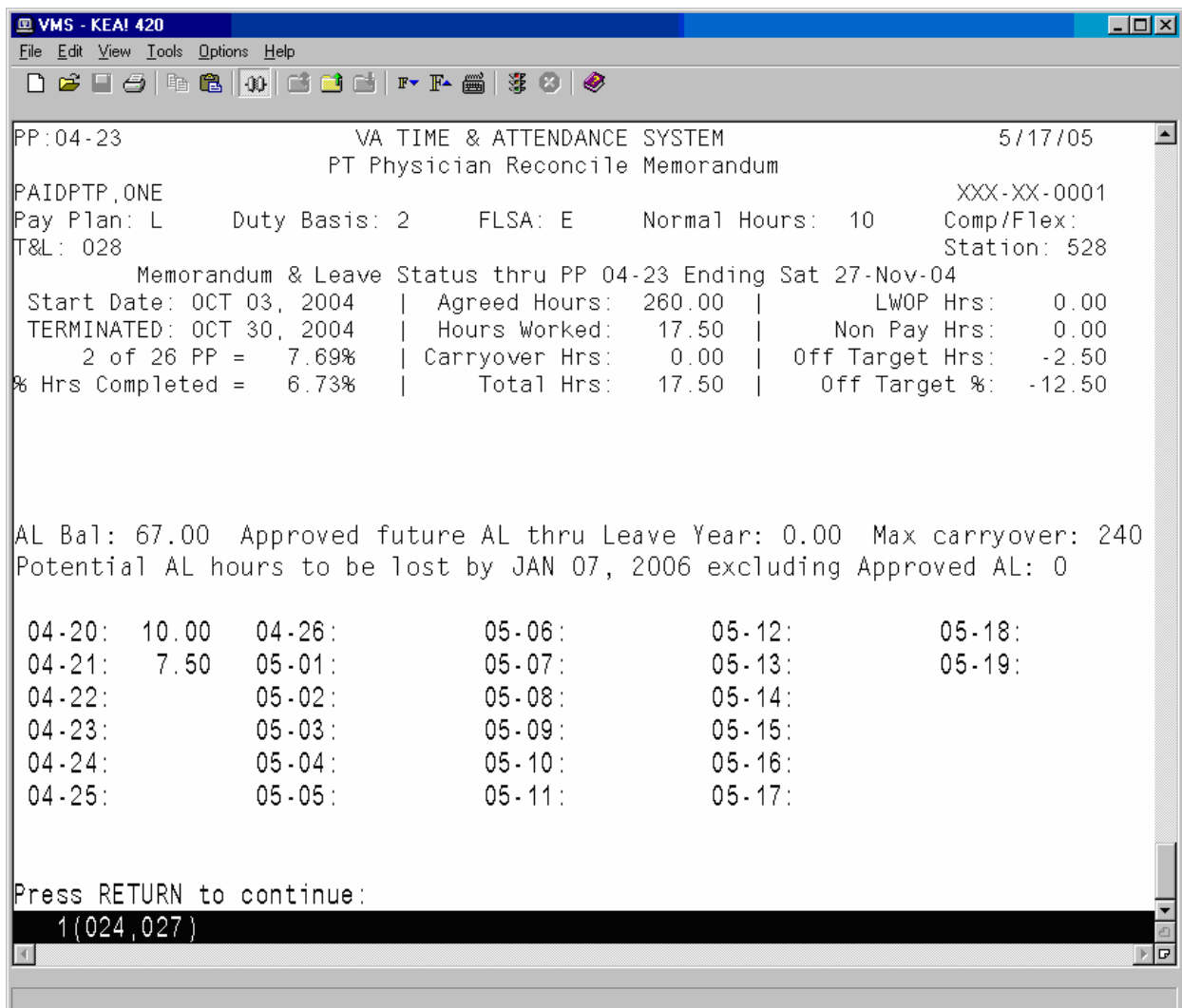
```

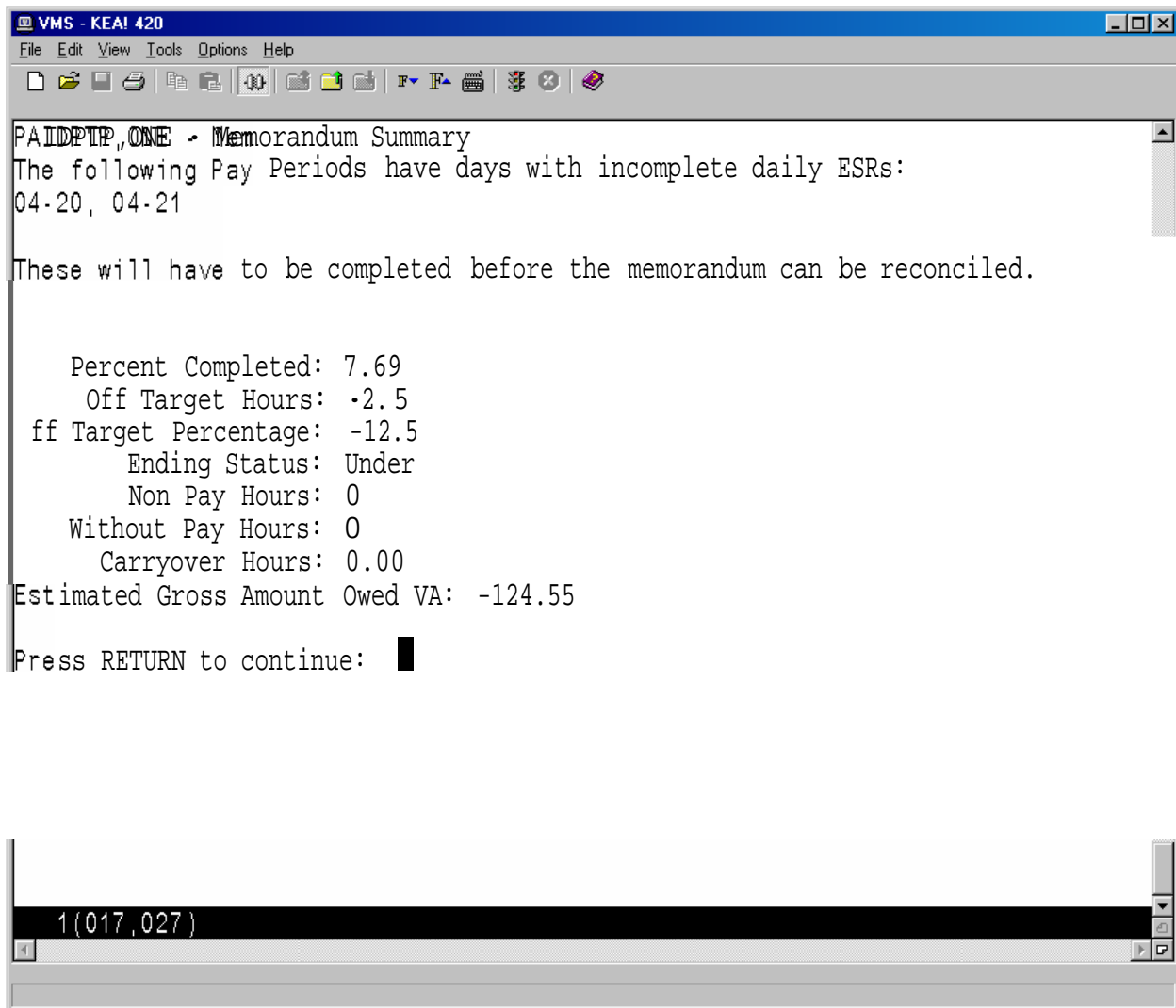
### Select Reconciliation Choice

This option allows you to review a recently ended memorandum, and to select a reconciliation option. One or more of the following reconciliation choices might appear for selection.

1. No reconciliation needed
2. Pay VA for negative balance
3. Pay Phy for positive balance

The review screen is shown here. The next screen shows more information related to the memorandum and the reconciliation options.







## Employee Menu

VMS - KEA! 420

File Edit View Tools Options Help

PAIDPTP,ONE - Memorandum Summary

Reconciliation Options:  
1. **Pay VA for negative balance**

Enter Reconciliation Choice: 1 **Pay VA for negative balance**

PTP 's Reconciliation Comments: Please bill me.

Enter Signature Code: ... signed.

1 Electronic Subsidiary Record·Daily Enter/Edit  
2 Extended Absence ...  
3 Display Pay Period ESR  
4 Display Memoranda  
5 Select Reconciliation Choice

Select PT Physician With Memorandum Menu Option:

1(021,050)



## **Timekeepers Main Menu**

### **Changed Options**

#### **Post Employee Time**

This option has been modified to prevent selection of a part-time physician with an active memorandum. The new option, Post PT Physician Time, must be used to post time for such employees.

#### **Enter/Edit Employee Tour of Duty**

This option has been modified to perform additional steps when a tour is changed for a part-time physician with an active memorandum. In addition to the normal step of removing any timecard postings on the changed day, the software will also reset the status of any daily ESR the part-time physician has already posted to RESUBMIT, so they will have to review and repost the information if necessary.

### **New Options**

#### **PT Physician Menu**

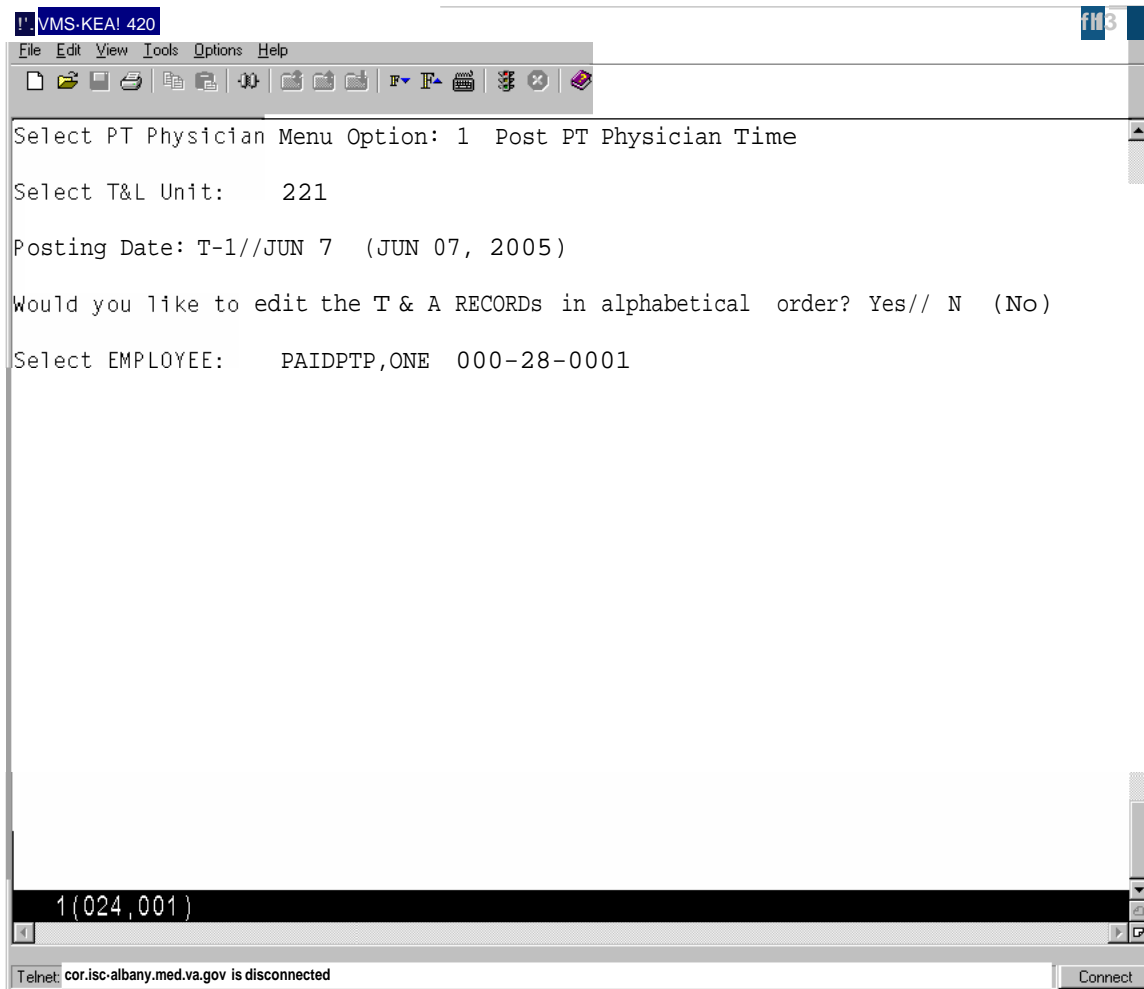
This menu contains all of the options that Timekeepers will need to monitor and post timecards for part-time physicians with a Memorandum of Service Level Expectations.

#### **Post PT Physician Time**

This option allows the timekeeper to post time card data for part-time physicians with a Memorandum of Service Level Expectations. Regular employee's timecards cannot be selected using this option. This action should only be done at the direction of the T&L supervisor when the physician's Electronic Subsidiary Record (ESR) cannot be completed before time card certification for the pay period. Unscheduled regular time (RG) will only be tracked via the ESR and cannot be posted to the time card.

Non Pay, AWOL, and On Suspension cannot be posted on the ESR. When appropriate, these must be posted directly on the timecard by the timekeeper. Furthermore, for a current pay period, the timekeeper will have to post these to the timecard after the ESR day has been approved. This is because approval of an ESR day for a timecard with timekeeper status (i.e., not yet certified) will repost the timecard and overwrite any previous postings for that day.

If you are responsible for more than one T&L Unit, you are first prompted to select a T&L Unit. You are then prompted for a date, and whether or not to post the employees time cards in alphabetical order.



# Timekeepers Main Menu

VMS-KEA 420

File Edit View Tools Options Help

VA TIME & ATTENDANCE SYSTEM  
EMPLOYEE TIME AND ATTENDANCE DATA

PAIDPTP, ONE 000-28-0001

Station: 528 Normal Hours: 40 Duty Basis: 1  
&L: 221 Pay Plan: 1 Comp/Flex: 0  
Pay Per: 05-11 FLSA: N

Date	Scheduled Tour	Tour Exceptions
Tue 7-Jun-05	08:00A-NOON	Unposted

Enter •A• to bypass this employee.

Did Employee Only Work Scheduled Tour? N  
as Employee Absent the Entire Tour? Y

Select TYPE OF TIME CODE: SL SICK LV  
TIME REMARKS CODE:  
Remarks: Called in sick at end of pay period

Select EMPLOYEE:

1(024,001)

Telnet: cor.isc-albany.med.va.gov is disconnected Connect

## Display Pay Period ESR

This option displays a part-time physician's ESR record for a selected pay period. Any pay period from a current or past memorandum may be selected.

VMS - KEA! 420

File Edit View Tools Options Help

PP:05-09 VA TIME & ATTENDANCE SYSTEM 5/13/05

PT PHYSICIAN ESR FOR PP 05-09

PAIDPTP, ONE XXX-XX-0001

Pay Plan: L Duty Basis: 2 FLSA: E Normal Hours: 40 Comp/Flex: C

T&L: 221 Station: 500

Incomplete Days: 6

Day	Tour Description	Postings	Time Code	Meal	Hours	Status
			Remarks Code			
Sun	1-May-05	DAY OFF				PENDING
		MID-04:00A	RG REG TIME	0	04:00	
		11:30P-08:00A	RG REG TIME	30	08:00	
Mon	2-May-05	10 07:00A-03:30P				PENDING
		08:00A-03:30P	RG REG TIME	15	07:15	
		05:00P-07:00A	RG REG TIME	30	13:30	
Tue	3-May-05	DAY OFF				PENDING
		07:00A-08:00A	RG REG TIME		01:00	
		09:00A-NOON	RG REG TIME	30	02:30	
		12:30P-02:00P	RG REG TIME		01:30	
		04:00P-05:00P	RG REG TIME		01:00	
		06:00P-09:00P	RG REG TIME	30	02:30	

Press RETURN to Continue.

1(024,026)

Timekeepers Main Menu

VMS - KEA! 420

File Edit View Tools Options Help

PP:05-09 VA TIME & ATTENDANCE SYSTEM 5/13/05  
 PT PHYSICIAN ESR FOR PP 05-09

PAIDPTP, ONE XXX-XX-0001  
 Pay Plan: L Duty Basis: 2 FLSA: E Normal Hours: 40 Comp/Flex: C  
 T&L: 221 Station: 500

Incomplete Days: 6

Day	Tour Description	Postings	Time Code	Meal	Hours	Status
		Remarks Code				
		09:30P-10:00P	RG REG TIME		00:30	
		10:00P-01:00A	RG REG TIME		03:00	
4-May-05	10 07:00A-03:30P					APPROVED
		07:00A-NOON	RG REG TIME		05:00	
		NOON-01:00P	AA AUTH ABS	30	00:30	
			AA GRANTED BY SUPR.			
		01:00P-04:00P	RG REG TIME		03:00	
	PTP Remarks: TEST					
Thu 5-May-05	1 DAY OFF					PENDING
		07:00A-06:45A	RG REG TIME	15	23:30	
Fri 6-May-05	10 07:00A-03:30P					APPROVED
		08:00A-09:00A	RG REG TIME	30	00:30	

Press RETURN to Continue.

1(024,026)

VMS - KEA! 420

File Edit View Tools Options Help

PP:05-09 VA TIME & ATTENDANCE SYSTEM 5/13/05  
 PT PHYSICIAN ESR FOR PP 05-09

PAIDPTP, ONE XXX·XX-0001  
 Pay Plan: L Duty Basis: 2 FLSA: E Normal Hours: 40 Comp/Flex: C  
 T&L: 221 Station: 500

Incomplete Days: 6

Day	Tour Description	Postings	Time Code	Meal	Hours	Status
			Remarks Code			
Sat 7-May-05	DAY OFF					PENDING
		07:00A-08:00A	RG REG TIME	0	01:00	
Sun 8-May-05	1 DAY OFF					DAY OFF
Mon 9-May-05	10 07:00A-03:30P					APPROVED
		07:00A-03:30P	AL ANNUAL LV	60	07:30	
			SF71 ON FILE			
Tue 10-May-05	1 DAY OFF					DAY OFF
Wed 11-May-05	10 07:00A-03:30P					NOT STARTED
Thu 12-May-05	1 DAY OFF					DAY OFF
Fri 13-May-05	1 DAY OFF					DAY OFF
Sat 14-May-05	1 DAY OFF					DAY OFF

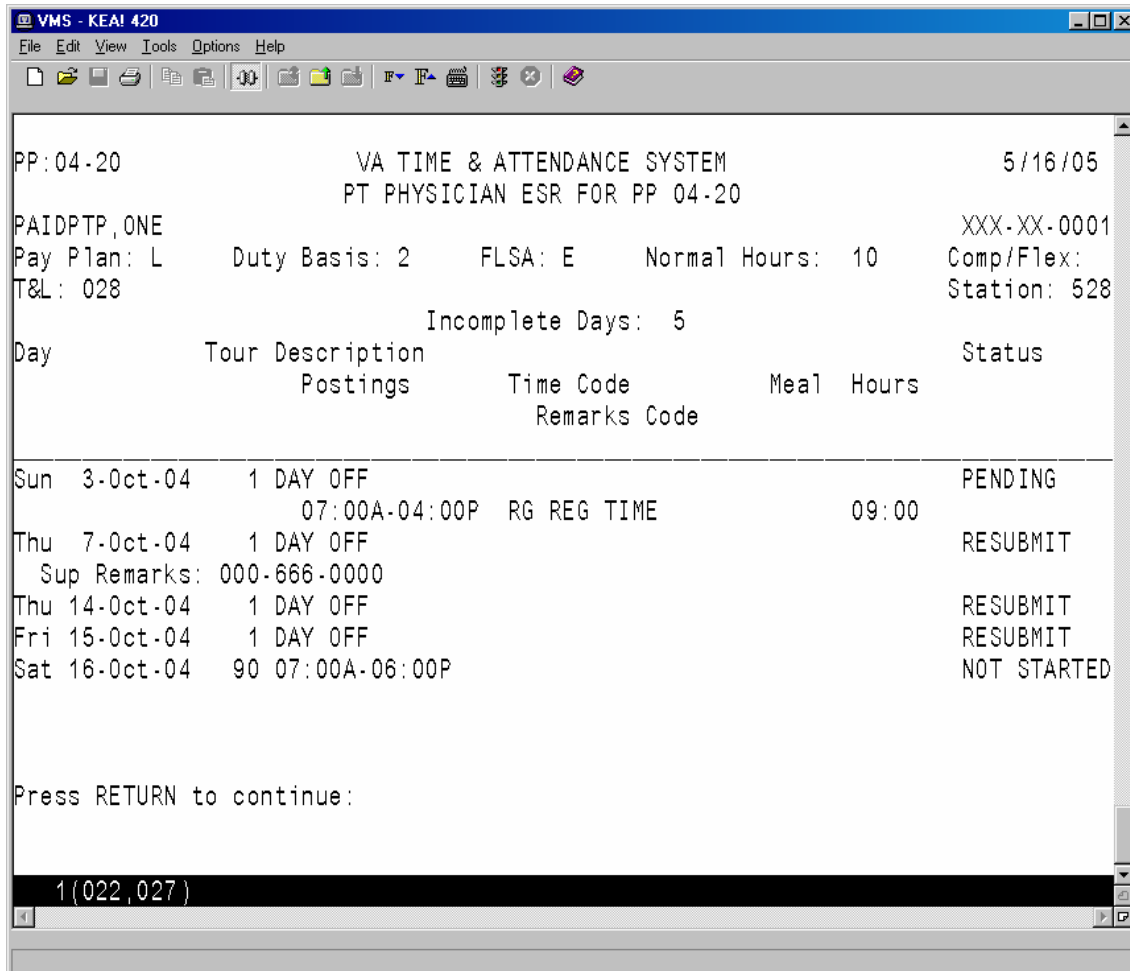
Press RETURN to Continue.

1(024,026)



### Display PP ESR Exceptions

This option allows Supervisors to review daily ESR exceptions for part-time physicians with a Memorandum of Service Level Expectations. It can be used to verify that part-time physicians have completed each day within the pay period with a scheduled Tour of Duty and to monitor other work performed on scheduled days off.



## Memoranda Report

This option allows you to review a memorandum for a selected employee and pay period.

After an employee has been selected, enter any pay period covered by the memorandum and then select a device.

VA TIME & ATTENDANCE SYSTEM  
DISPLAY PT PHYSICIAN MEMORANDA

Select EMPLOYEE: **PAIDPTP,ONE** 000-28-0001

Select PAY PERIOD: **04-21**

Select Device: HOME// **<RET>** UCX/TELNET Right Margin: 80// **<RET>**

The software displays all of the information related to the part-time physician's Memorandum of Service Level Expectations.

Timekeepers Main Menu

The first page of the report includes fields that help to identify the part-time physician (name, SSN, T&L, etc.), a memorandum summary (start/end dates, agreed hours, completion percentages, etc.), a listing of pay periods covered by the memorandum, and the hours credited during each of these pay periods.

```

!!!VMS - KEA1420
File Edit View Tools Options Help
PP:04-21          VA TIME & ATTENDANCE SYSTEM          6114/05
                  DISPLAY PT PHYSICIAN MEMORANDA
PAIDPTP,ONE      XXX-XX-0001
Pay Plan: L      Duty Basis: 2      FLSA: E      Normal Hours: 40      Comp/Flex: C
T&L: 221        Station: 500
Memorandum & Leave Status thru PP 05-10 Ending Sat 28-May-05
Start Date: OCT 03, 2004 | Agreed Hours: 1040.00 | LWOP Hrs: 1.00
End Date: OCT 01, 2005 | Hours Worked: 581.75 | Non Pay Hrs: 0.00
16 of 26 PP = 61.54% | Carryover Hrs: 0.00 | Off Target Hrs: -39.75
% Hrs Completed = 57.68% | Total Hrs: 599.25 | Off Target%: -6.22
Agreement will be met by averaging 43.98 Hrs/PP during remainder of memo.

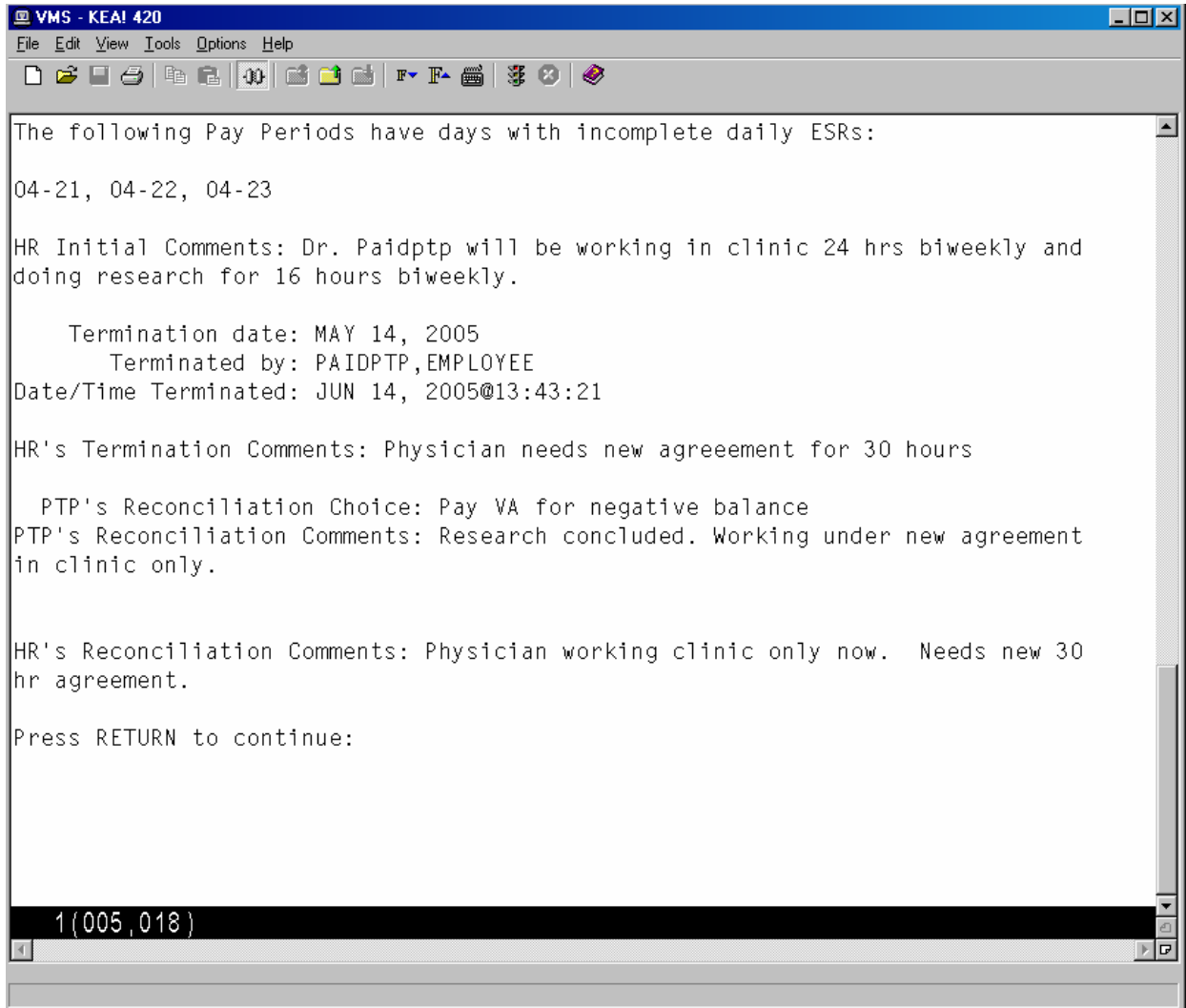
AL Bal: 200.00 Approved future AL thru Leave Year: 0.00 Max carryover: 240
Potential AL hours to be lost by JAN 07, 2006 excluding Approved AL: 24

04-20: 41.50  04-26: 40.00  05-06: 34.50  05-12:          05-18:
04-21: 30.00  05-01: 46.00  05-07: 29.25  05-13:          05-19:
04-22: 34.50  05-02: 40.00  05-08: 36.75  05-14:
04-23: 20.00  05-03: 39.50  05-09: 45.25  05-15:
04-24: 30.00  05-04: 42.00  05-10:          05-16:
04-25: 46.50  05-05: 26.00  05-11:          05-17:

Press RETURN to continue:

1(005,018)
  
```

Following is the second page of the report. If there are any prior pay periods with incomplete ESRs, they will be listed next. If any Non-Pay or Leave Without Pay occurred during the memorandum, it will be listed next along with the pay period in which it occurred. Finally, any comments (Initial, Reconciliation, Termination, etc.), and related dates and times when actions were taken are displayed. If the memorandum has ended and the part-time physician has entered their reconciliation choice via the electronic form, their choice and any reconciliation comments will also be listed.



## Payroll Main Menu

### New Options

#### PT Physician Menu

This new menu has been added to the existing Payroll Supervisor Menu. The PT Physician Menu contains all of the necessary options to allow the Payroll Supervisor to monitor the status of a part-time physician's Memorandum of Service Level Expectations.

#### Memoranda Report

This option allows you to review a memorandum for a selected employee and pay period.

After an employee has been selected, enter any pay period covered by the memorandum and then select a device.

```
VA TIME & ATTENDANCE SYSTEM  
DISPLAY PT PHYSICIAN MEMORANDA
```

```
Select EMPLOYEE: PAIDPTP,ONE      000-28-0001
```

```
Select PAY PERIOD: 04-21
```

```
Select Device: HOME// <RET> UCX/TELNET      Right Margin: 80// <RET>
```

The software displays all of the information related to the part-time physician's Memorandum of Service Level Expectations.

The first page of the report includes fields that help to identify the part-time physician (name, SSN, T&L, etc.), a memorandum summary (start/end dates, agreed hours, completion percentages, etc.), a listing of pay periods covered by the memorandum, and the hours credited during each of these pay periods.

```

!!! VMS - KEA1420
File Edit View Tools Options Help
PP:04-21          VA TIME & ATTENDANCE SYSTEM          6/14/05
                  DISPLAY PT PHYSICIAN MEMORANDA
PAIDPTP, ONE          XXX-XX-0001
Pay Plan: L      Duty Basis: 2      FLSA: E      Normal Hours: 40      Comp/Flex: C
T&L: 221          Station: 500
Memorandum & Leave Status thru PP 05-10 Ending Sat 28-May-05
Start Date: OCT 03, 2004 | Agreed Hours: 1040.00 | LWOP Hrs: 1.00
End Date: OCT 01, 2005 | Hours Worked: 581.75 | Non Pay Hrs: 0.00
16 of 26 PP = 61.54% | Carryover Hrs: 0.00 | Off Target Hrs: -39.75
% Hrs Completed = 57.68% | Total Hrs: 599.25 | Off Target%: -6.22
Agreement will be met by averaging 43.98 Hrs/PP during remainder of memo.

AL Bal: 200.00 Approved future AL thru Leave Year: 0.00 Max carryover: 240
Potential AL hours to be lost by JAN 07, 2006 excluding Approved AL: 24

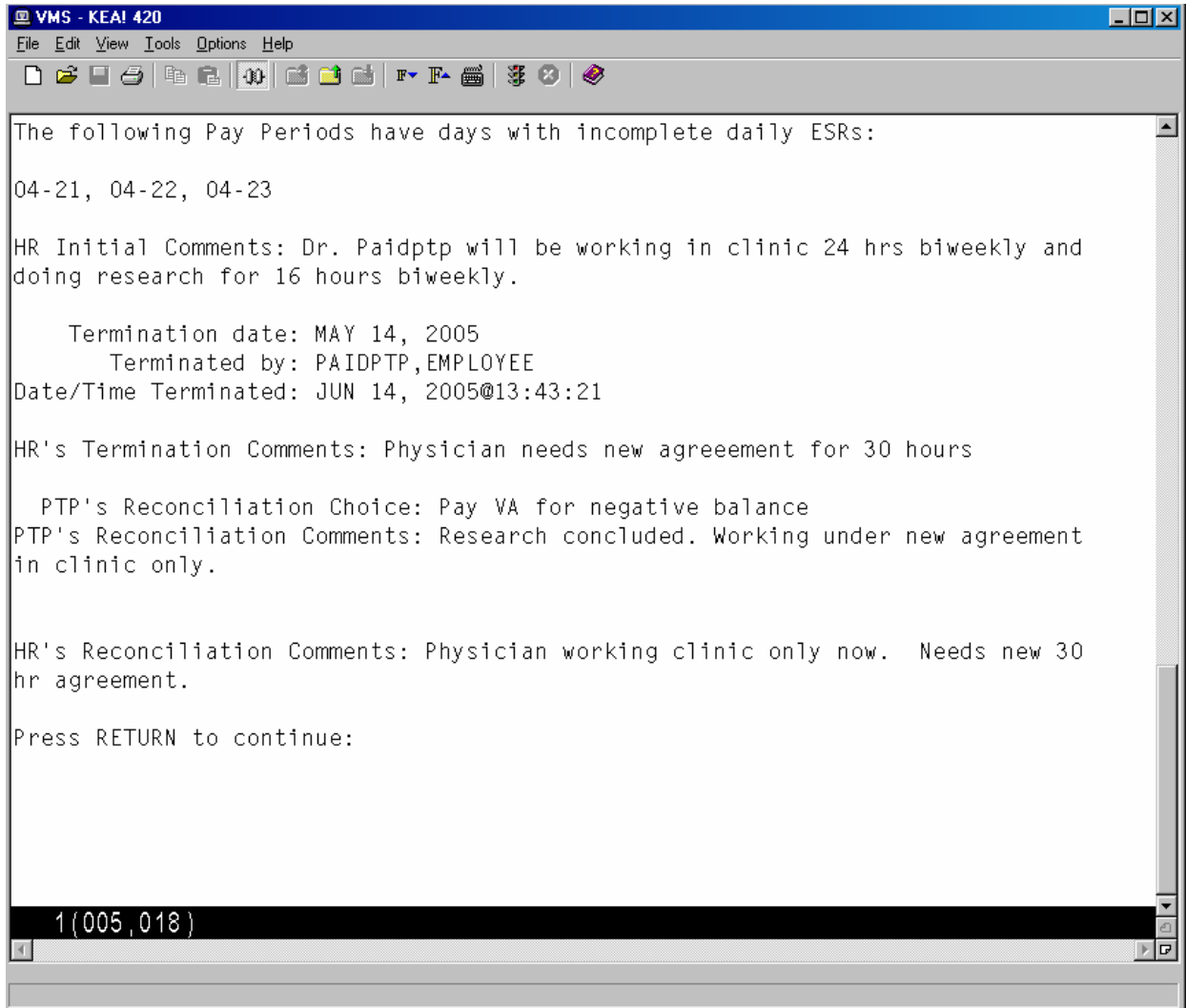
04-20: 41.50  04-26: 40.00  05-06: 34.50  05-12:          05-18:
04-21: 30.00  05-01: 46.00  05-07: 29.25  05-13:          05-19:
04-22: 34.50  05-02: 40.00  05-08: 36.75  05-14:
04-23: 20.00  05-03: 39.50  05-09: 45.25  05-15:
04-24: 30.00  05-04: 42.00  05-10:          05-16:
04-25: 46.50  05-05: 26.00  05-11:          05-17:

Press RETURN to continue:

1(005,018)
    
```

## Payroll Main Menu

Following is the second page of the report. If there are any prior pay periods with incomplete ESRs, they will be listed next. If any Non-Pay or Leave Without Pay occurred during the memorandum, it will be listed next along with the pay period in which it occurred. Finally, any comments (Initial, Reconciliation, Termination, etc.), and related dates and times when actions were taken are displayed. If the memorandum has ended and the part-time physician has entered their reconciliation choice via the electronic form, their choice and any reconciliation comments will also be listed.



The screenshot shows a terminal window titled "VMS - KEA1 420". The window contains the following text:

```
The following Pay Periods have days with incomplete daily ESRs:  
  
04-21, 04-22, 04-23  
  
HR Initial Comments: Dr. Paidptp will be working in clinic 24 hrs biweekly and  
doing research for 16 hours biweekly.  
  
    Termination date: MAY 14, 2005  
    Terminated by: PAIDPTP,EMPLOYEE  
Date/Time Terminated: JUN 14, 2005@13:43:21  
  
HR's Termination Comments: Physician needs new agreement for 30 hours  
  
    PTP's Reconciliation Choice: Pay VA for negative balance  
PTP's Reconciliation Comments: Research concluded. Working under new agreement  
in clinic only.  
  
HR's Reconciliation Comments: Physician working clinic only now. Needs new 30  
hr agreement.  
  
Press RETURN to continue:
```

At the bottom of the terminal window, a black bar displays the number "1(005,018)".

### Display Pay Period ESR

This option allows you to review a part-time physician's ESR record for a selected pay period. Any pay period from a current or past memorandum may be selected.

The screenshot shows a terminal window titled "VMS - KEA! 420" with a menu bar (File, Edit, View, Tools, Options, Help) and a toolbar. The main display area contains the following text:

```

PP: 05-09          VA TIME & ATTENDANCE SYSTEM          5/13/05
                    PT PHYSICIAN ESR FOR PP 05-09

PAIDPTP, ONE          XXX-XX-0001
Pay Plan: L          Duty Basis: 2          FLSA: E          Normal Hours: 40          Comp/Flex: C
T&L: 221          Station: 500
                    Incomplete Days: 6

Day          Tour Description          Status
          Postings          Time Code          Meal          Hours          Remarks Code

Sun  1-May-05  DAY OFF          PENDING
          MID-04:00A          RG REG TIME          0          04:00
          11:30P-08:00A          RG REG TIME          30          08:00
Mon  2-May-05  10 07:00A-03:30P          PENDING
          08:00A-03:30P          RG REG TIME          15          07:15
          05:00P-07:00A          RG REG TIME          30          13:30
Tue  3-May-05  DAY OFF          PENDING
          07:00A-08:00A          RG REG TIME          01:00
          09:00A-NOON          RG REG TIME          30          02:30
          12:30P-02:00P          RG REG TIME          01:30
          04:00P-05:00P          RG REG TIME          01:00
          06:00P-09:00P          RG REG TIME          30          02:30

Press RETURN to Continue.
1(024,026)
    
```



Payroll Mail Menu

VMS - KEA! 420

File Edit View Tools Options Help

PP:05-09 VA TIME & ATTENDANCE SYSTEM 5/13/05  
 PT PHYSICIAN ESR FOR PP 05-09

PAIDPTP, ONE XXX-XX-0001  
 Pay Plan: L Duty Basis: 2 FLSA: E Normal Hours: 40 Comp/Flex: C  
 T&L: 221 Station: 500

Incomplete Days: 6

Day	Tour Description	Postings	Time Code	Meal	Hours	Status
		Remarks Code				
		09:30P-10:00P	RG REG TIME		00:30	
		10:00P-01:00A	RG REG TIME		03:00	
4-May-05	10 07:00A-03:30P					APPROVED
		07:00A-NOON	RG REG TIME		05:00	
		NOON-01:00P	AA AUTH ABS	30	00:30	
			AA GRANTED BY SUPR.			
		01:00P-04:00P	RG REG TIME		03:00	
	PTP Remarks: TEST					
Thu 5-May-05	1 DAY OFF					PENDING
		07:00A-06:45A	RG REG TIME	15	23:30	
Fri 6-May-05	10 07:00A-03:30P					APPROVED
		08:00A-09:00A	RG REG TIME	30	00:30	

Press RETURN to Continue.

1(024,026)

VMS - KEA! 420

File Edit View Tools Options Help

PP:05-09 5/13/05

PAIDPTP,ONE VA TIME & ATTENDANCE SYSTEM  
 PT PHYSICIAN ESR FOR PP 05-09

Pay Plan: L XXX·XX-0001  
 T&L: 221 Duty Basis: 2 FLSA: E Normal Hours: 40 Comp/Flex: C  
 Station: 500

Day Incomplete Days: 6

Day	Tour Description	Postings	Time Code	Meal	Hours	Status
			Remarks Code			
Sat	7-May-05	DAY OFF				PENDING
Sun		07:00A-08:00A	RG REG TIME	0	01:00	
Mon	8-May-05	1 DAY OFF				DAY OFF
	9-May-05	10 07:00A-03:30P				APPROVED
		07:00A-03:30P	AL ANNUAL LV	60	07:30	
			SF71 ON FILE			
Tue						
Wed	10-May-05	1 DAY OFF				DAY OFF
Thu	11-May-05	10 07:00A-03:30P				NOT STARTED
Fri	12-May-05	1 DAY OFF				DAY OFF
Sat	13-May-05	1 DAY OFF				DAY OFF
	14-May-05	1 DAY OFF				DAY OFF

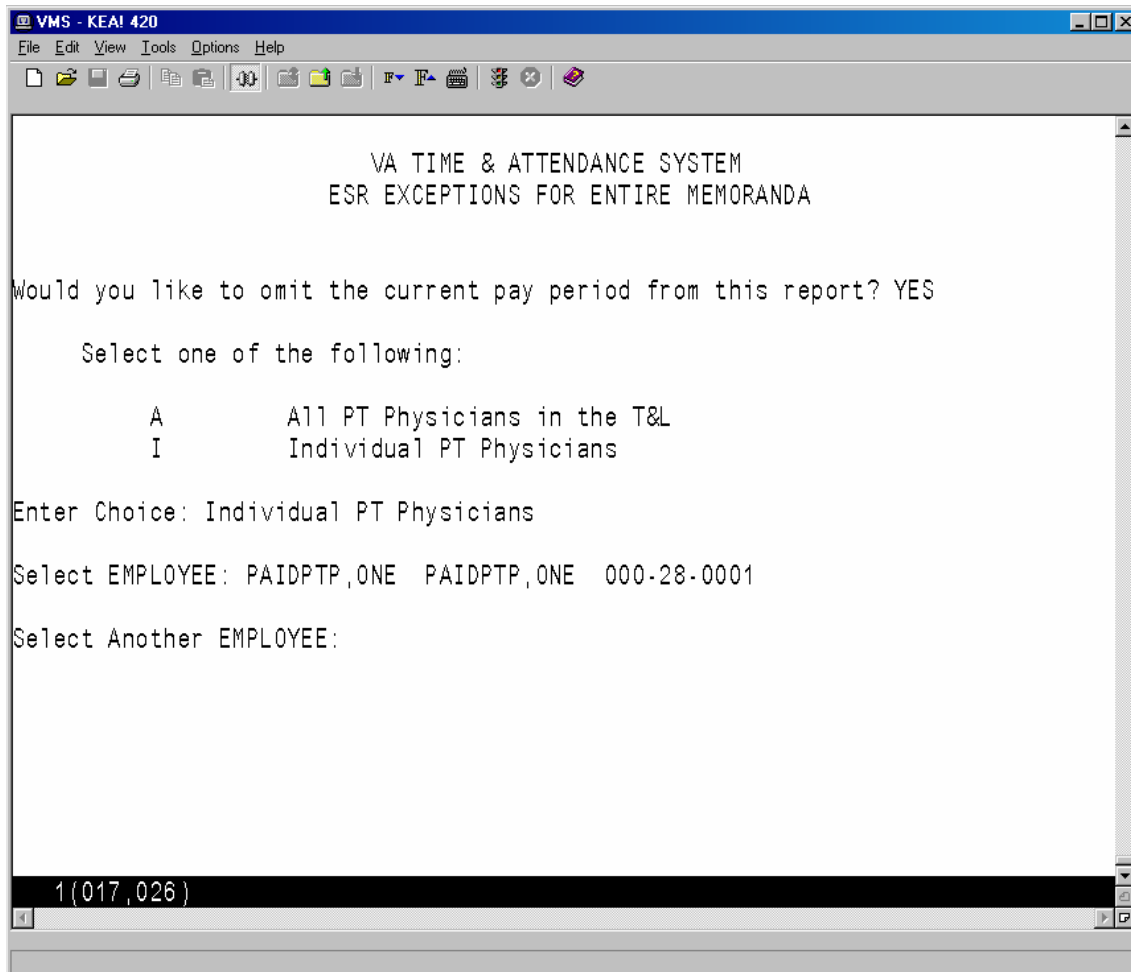
Press RETURN to Continue.

1(024,026)

### ESR Exceptions For Entire Memoranda

This option generates a report that lists any part-time physician who has not yet completed an ESR for any pay period within their memorandum, allowing supervisors to identify and monitor incomplete daily ESRs.

You can choose whether or not to include the current pay period in the report, and you may include all part-time physicians in the T&L, or enter individual part-time physicians.



VMS - KEA! 420

File Edit View Tools Options Help

PP:04-20 VA TIME & ATTENDANCE SYSTEM 5/17/05

ESR EXCEPTIONS FOR ENTIRE MEMORANDA

PAIDPTP,ONE XXX-XX-0001

Pay Plan: L Duty Basis: 2 FLSA: E Normal Hours: 10 Comp/Flex:

T&L: 028 Station: 528

Memorandum & Leave Status thru PP 04-23 Ending Sat 27-Nov-04

Start Date: OCT 03, 2004 | Agreed Hours: 260.00 | LWOP Hrs: 0.00

TERMINATED: OCT 30, 2004 | Hours Worked: 17.50 | Non Pay Hrs: 0.00

2 of 26 PP= 7.69% | ICarryoverHrs: 0.00 | Off Target Hrs: -2.50

% Hrs Completed= 6.73% | Total Hrs: 17.50 | Off Target %: -12.50

This memorandum has ended

AL Ba1: 67.00 Approved future AL thru Leave Year: 0.00 Max carryover: 240

Potential AL hours to be lost by JAN 07, 2006 excluding Approved AL: 0

#	Pay Period	Date	Status
1	04-20	OCT 03, 2004	PENDING
		OCT 07, 2004	PENDING
		OCT 14, 2004	PENDING
		OCT 15, 2004	PENDING
		OCT 16, 2004	PENDING

Press RETURN to continue:

1(024,027)

## **Payroll Supervisor Menu**

### **Changed Option**

#### **Open Next Pay Period**

This option was modified to initialize the ESR daily status and auto post holidays, leave, and extended absences to the ESR for the new pay period. It will also update the status of the memorandum from NOT STARTED to ACTIVE, if the pay period being opened is the first pay period covered by the memorandum.

## **T&A Supervisor Menu**

### **Changed Options**

#### **Supervisory Approvals**

This option was modified to automatically post an approved leave request to the ESR in an open pay period if the employee taking leave is a part-time physician with an active memorandum.

If any portion of the leave request covers a future pay period that has not been opened yet, the appropriate ESR records will be automatically posted when the pay period is opened.

If the leave request does not pass all of the necessary checks, it will not be posted to the ESR record.

#### **Pay Period Certification**

This option was modified to review the part-time physician's ESR and to update the various categories of hours worked in the PART-TIME PHYSICIAN MEMORANDUM (#458.7) file when the associated timecard is certified.

## New Options

### PT Physician Menu

This new menu has been added to the existing T&A Supervisor Menu. The PT Physician Menu contains all of the necessary options to allow the T&A and T&A OT Supervisor to monitor and maintain the part-time physician's Memorandum of Service Level Expectations.

### Approve Signed ESRs

The T&A supervisor is required to review each signed day of the part-time physician's ESR, and take one of the following actions.

Approve - if the ESR day appears to be correct.

Resubmit - if the physician needs to correct the ESR day.

Bypass - to skip the day now and take action on it at a later time.

The (A)pprove, (B)yypass or (R)esubmit actions may be applied to an individual day or to all the days listed.

To take action on an individual day, select the day by entering its item number from the list and then enter the action you wish to apply to this day. If the Resubmit action is selected, you will also be prompted to enter a short text description like your phone number etc.

Individual days that have been marked with an action will not be altered when you apply another action type to the remaining days in the list.

Once you have completed your entries, an electronic signature code is required to complete the process.

When the T&A Supervisor approves a signed day, this option attempts to update the part-time physician's timecard for that day. Updates to the timecard will be screened based on the status of the timecard and the effect of any potential update. If the timecard associated with the ESR day being approved has a status of TIMEKEEPER, then the approval action will always update the timecard.

An individual ESR approval may be rejected if the following conditions are met.

1. The timecard associated with the ESR day being approved has a status of Transmitted to Austin or Payroll.

2. There is a discrepancy between the timecard and ESR. That is, if for any type of time, such as sick leave, annual leave, military leave, etc., the total number of hours posted to the timecard is not equal to the total number of hours posted to the ESR.
3. The type of time discrepancy must also involve a type of time that is reported to the AAC. So, in general, the type of time—RG—Regular Hours, is not considered, since it is only posted to the ESR.

If the first condition is met, then the software checks to determine if an ESR approval would result in an incorrect report to the AAC due to a discrepancy between the timecard and the ESR. To do this, total hours are calculated for all types of time that are recorded on the timecard and all the types of time that are on the ESR for a particular day. Next, the totals for each type of time are compared. If any of the total hours for a type of time, like sick leave, annual leave, holiday excused, military leave, etc., don't match; then the ESR cannot be approved, and a message is displayed to the supervisor, showing the type of time that does not match, and the total hours for that type of time.

Following is an example of the type of message that could be displayed. It shows the discrepancies between the timecard hours and the ESR hours, followed by the ESR and timecard postings.

ESR approval REJECTED for PAIDPTP,ONE on day 4 in PP 04-18.

Time Discrepancies must be resolved. Timecard Status: TRANSMITTED TO AUSTIN  
Payroll must initiate corrected timecard or physician must resubmit ESR.

ESR approval REJECTED for PAIDPTP,ONE on day 4 in PP 04-18.

TIME DISCREPANCIES BETWEEN TIMECARD AND ESR			
Error	Type of Time	Timecard Hrs	ESR Hrs
LEAVE mismatch	TR	0	1.5

ESR POSTING						
Item	Date	Scheduled Tour	Work/Leave Posted	Hours	Meal	Status
Wed	8-Sep-04	03:30P-MID Shift 2				
			04:00P-06:00P TRAINING	01:30	30	
			08:00A-09:00A REG TIME	01:00		Approved

TIMECARD POSTING		
Date	Scheduled Tour	Tour Exceptions
Wed 8-Sep-04	03:30P-MID Shift 2	

There are three special cases:

1. Since RG should not be posted on the timecard and only on the ESR, RG is generally ignored.
2. Since WP with remarks On Suspension or AWOL can only be posted to the timecard, WP with these remarks is also ignored.
3. Since on any day that NP is posted to the timecard there can be no work performed, a check is performed to make sure that there is no RG or any leave posted to the ESR when NP is on the timecard.

The comparison does not consider start and stop times, specifically. E.g. A timekeeper may need to post around a lunch for leave during the middle of the day on the physician's timecard. The timekeeper posts, 10a-noon Sick Leave then 12:30pm-2pm sick leave. The part-time physician then updates their ESR with 10a-2:00pm Sick Leave and puts 30 minutes in the meal field. This would be o.k. since the total sick leave would be 3.5 hours in each case.



# Payroll Supervisor Menu

VMS - KEA! 420

File Edit View Tools Options Help

VA TIME & ATTENDANCE SYSTEM

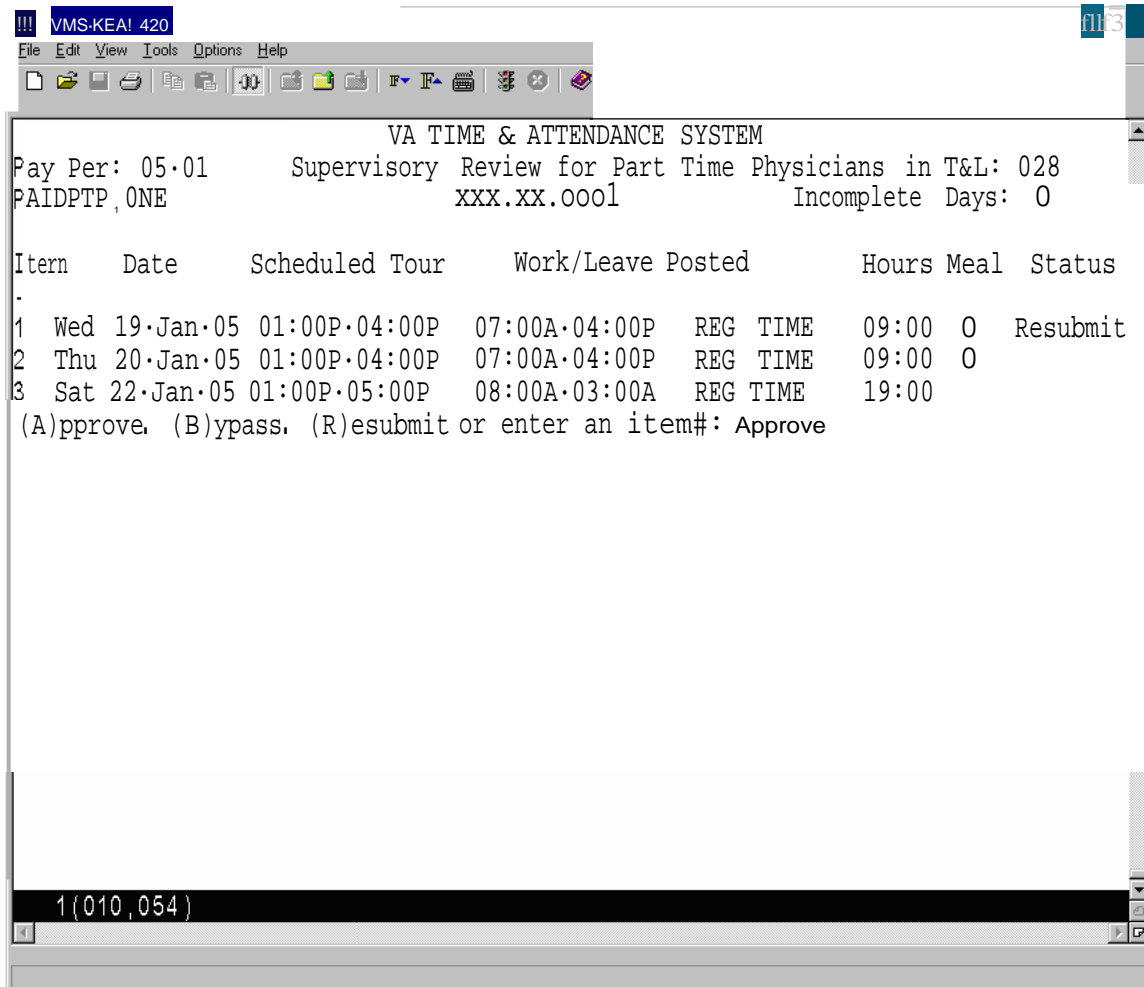
Pay Per: 05.01      Supervisory Review for Part Time Physicians in T&L: 028  
PAIDPTPIONE      XXX.XX.0001      Incomplete Days: 0

Item	Date	Scheduled Tour	Work/Leave Posted	Hours	Meal	Status
1	Wed 19-Jan-05	01:00P-04:00P	07:00A-04:00P	REG TIME	09:00	0
2	Thu 20-Jan-05	01:00P-04:00P	07:00A-04:00P	REG TIME	09:00	0
3	Sat 22-Jan-05	01:00P-05:00P	08:00A-03:00A	REG TIME	19:00	

(A)pprove! (B)ypass! (R)esubmit or enter an item #: 1 Wed 19-Jan-05  
Wed 19-Jan-05 01:00P-04:00P 07:00A-04:00P REG TIME 09:00 0  
(A)pprove! (B)ypass! (R)esubmit: r Resubmit  
Enter Remarks: 518-555-0000

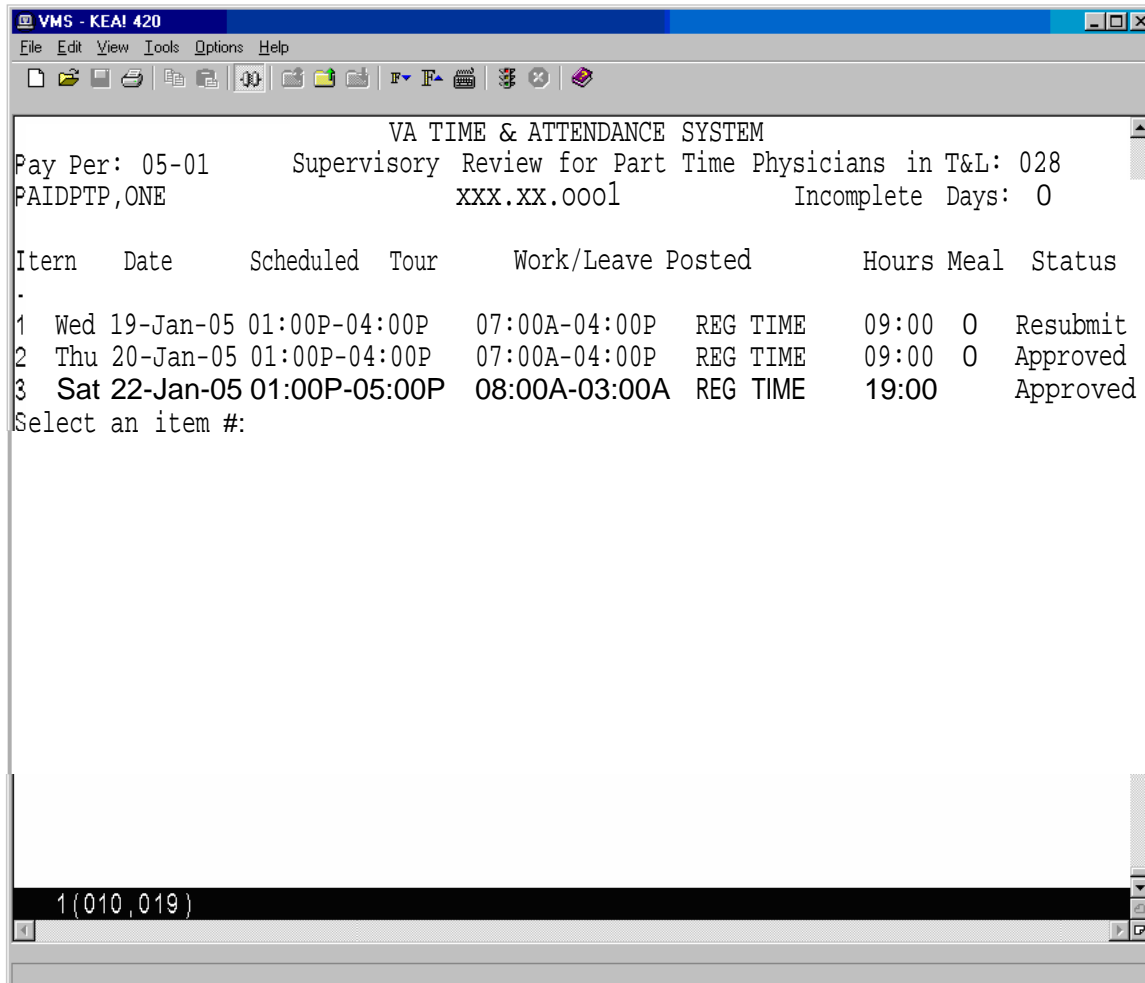
1(013,016)

If all of the days in the list need to have the same action or if you have previously selected and marked all of the days that need to have a different action, you can then enter the necessary action to apply to the remaining days.

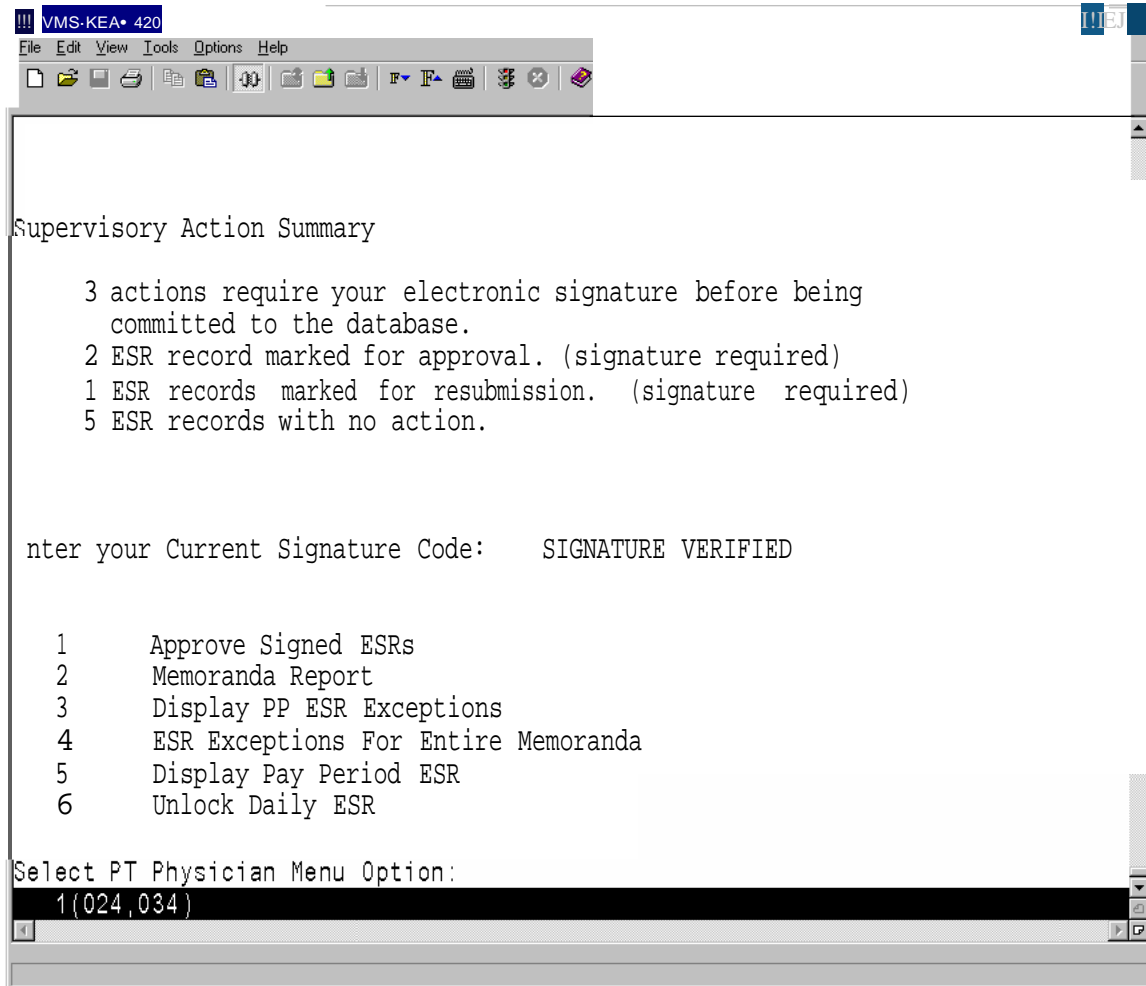


## Payroll Supervisor Menu

After each individual or group action has been entered, the software will update the Status field.



You then see the Supervisory Action Summary, and are prompted for your electronic signature code to complete the approval process.



### Memoranda Report

This option generates a report which allows the supervisor to review a memorandum for a selected employee and pay period that can be used to monitor the status of the hours worked and leave taken since the memorandum began.

After an employee has been selected, enter any pay period covered by the memorandum and then select a device.

VA TIME & ATTENDANCE SYSTEM  
DISPLAY PT PHYSICIAN MEMORANDA

Select EMPLOYEE: **PAIDPTP,ONE** 000-28-0001

Select PAY PERIOD: **04-21**

Select Device: HOME// **<RET>** UCX/TELNET Right Margin: 80// **<RET>**

The software displays all of the information related to the part-time physician's Memorandum of Service Level Expectations.

The first page of the report includes fields that help to identify the part-time physician (name, SSN, T&L, etc.), a memorandum summary (start/end dates, agreed hours, completion percentages, etc.), a listing of pay periods covered by the memorandum, and the hours credited during each of these pay periods.

```

!!!VMS - KEA1420
File Edit View Tools Options Help
PP:04-21          VA TIME & ATTENDANCE SYSTEM          6114/05
                  DISPLAY PT PHYSICIAN MEMORANDA
PAIDPTP,ONE      XXX-XX-0001
Pay Plan: L      Duty Basis: 2      FLSA: E      Normal Hours: 40      Comp/Flex: C
T&L: 221        Station: 500
Memorandum & Leave Status thru PP 05-10 Ending Sat 28-May-05
Start Date: OCT 03, 2004 | Agreed Hours: 1040.00 | LWOP Hrs: 1.00
End Date: OCT 01, 2005 | Hours Worked: 581.75 | Non Pay Hrs: 0.00
16 of 26 PP = 61.54% | Carryover Hrs: 0.00 | Off Target Hrs: -39.75
% Hrs Completed = 57.68% | Total Hrs: 599.25 | Off Target%: -6.22
Agreement will be met by averaging 43.98 Hrs/PP during remainder of memo.

AL Bal: 200.00 Approved future AL thru Leave Year: 0.00 Max carryover: 240
Potential AL hours to be lost by JAN 07, 2006 excluding Approved AL: 24

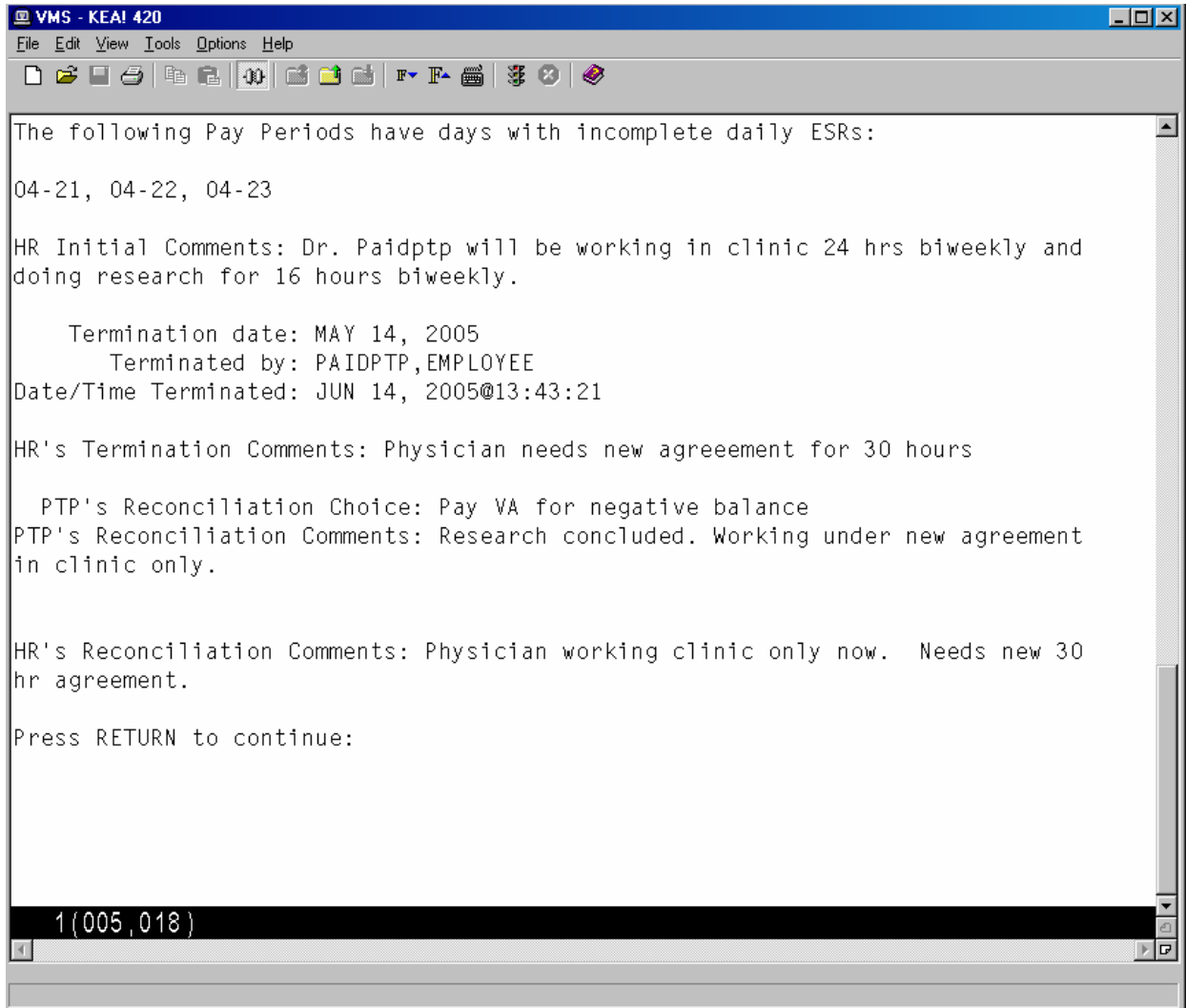
04-20: 41.50  04-26: 40.00  05-06: 34.50  05-12:          05-18:
04-21: 30.00  05-01: 46.00  05-07: 29.25  05-13:          05-19:
04-22: 34.50  05-02: 40.00  05-08: 36.75  05-14:
04-23: 20.00  05-03: 39.50  05-09: 45.25  05-15:
04-24: 30.00  05-04: 42.00  05-10:          05-16:
04-25: 46.50  05-05: 26.00  05-11:          05-17:

Press RETURN to continue:

1(005,018)
    
```

## Payroll Supervisor Menu

Following is the second page of the report. If there are any prior pay periods with incomplete ESRs, they will be listed next. If any Non-Pay or Leave Without Pay occurred during the memorandum, it will be listed next along with the pay period in which it occurred. Finally, any comments (Initial, Reconciliation, Termination, etc.), and related dates and times when actions were taken are displayed. If the memorandum has ended and the part-time physician has entered their reconciliation choice via the electronic form, their choice and any reconciliation comments will also be listed.



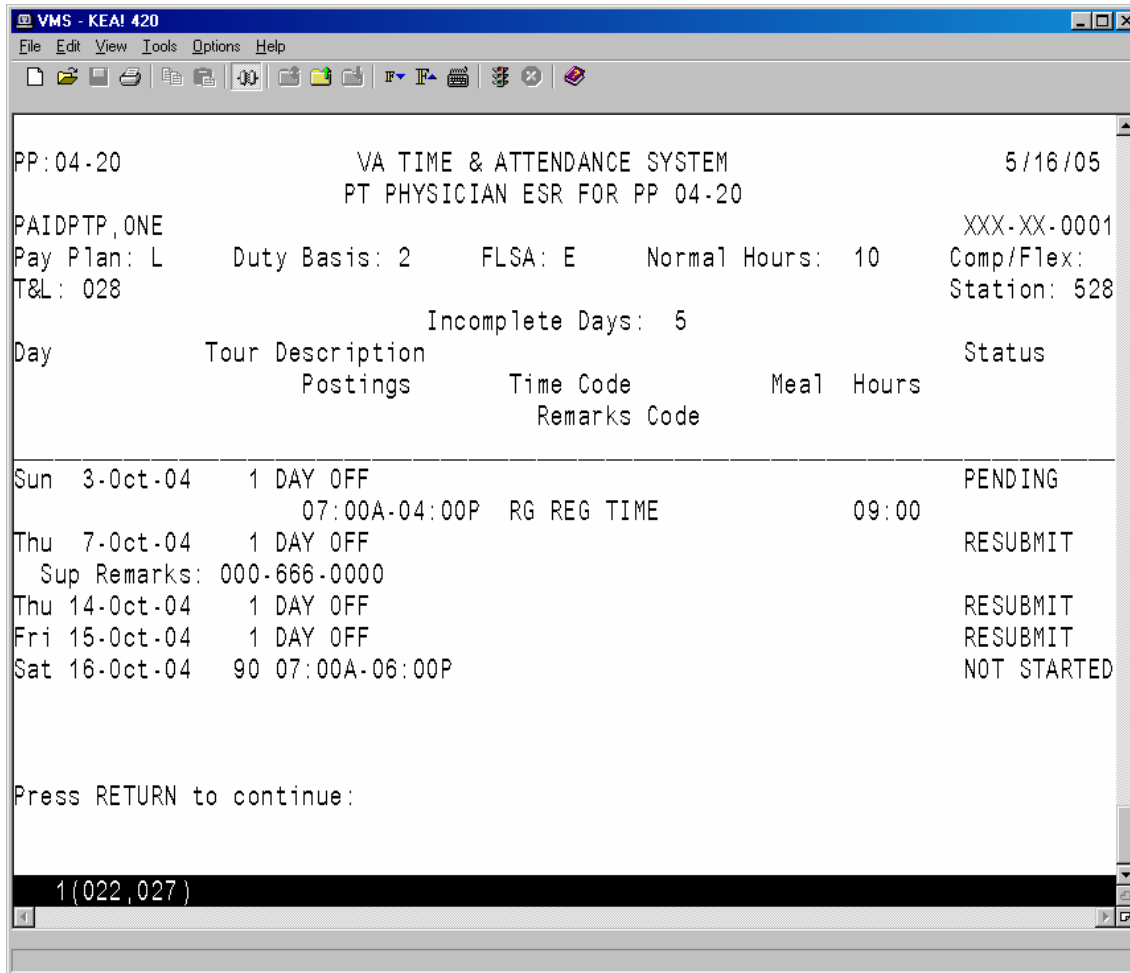
The screenshot shows a terminal window titled "VMS - KEA! 420" with a menu bar (File, Edit, View, Tools, Options, Help) and a toolbar. The main text area contains the following output:

```
The following Pay Periods have days with incomplete daily ESRs:  
  
04-21, 04-22, 04-23  
  
HR Initial Comments: Dr. Paidptp will be working in clinic 24 hrs biweekly and  
doing research for 16 hours biweekly.  
  
    Termination date: MAY 14, 2005  
    Terminated by: PAIDPTP,EMPLOYEE  
Date/Time Terminated: JUN 14, 2005@13:43:21  
  
HR's Termination Comments: Physician needs new agreement for 30 hours  
  
    PTP's Reconciliation Choice: Pay VA for negative balance  
PTP's Reconciliation Comments: Research concluded. Working under new agreement  
in clinic only.  
  
HR's Reconciliation Comments: Physician working clinic only now. Needs new 30  
hr agreement.  
  
Press RETURN to continue:
```

At the bottom of the terminal window, a black bar displays the number "1(005,018)".

### Display PP ESR Exceptions

This option allows Supervisors to review daily ESR exceptions for part-time physicians with a Memorandum of Service Level Expectations. It can be used to verify that part-time physicians have completed each day within the pay period with a scheduled Tour of Duty and to monitor other work performed on scheduled days off.

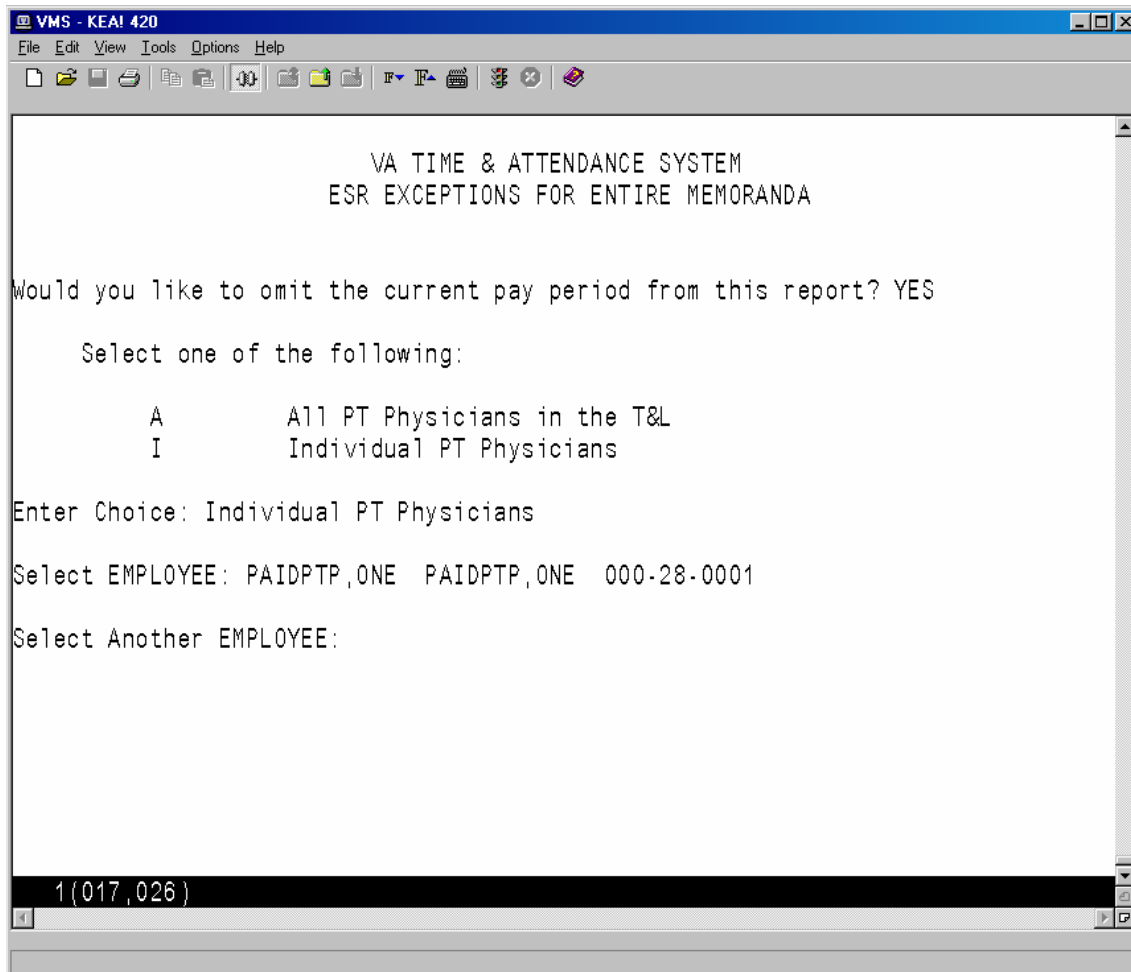




### ESR Exceptions For Entire Memoranda

This option generates a report that lists any part-time physician who has not yet completed an ESR for any pay period within their memorandum, allowing supervisors to identify and monitor incomplete daily ESRs.

You can choose whether or not to include the current pay period in the report, and you may include all part-time physicians in the T&L, or enter individual part-time physicians.



```

VMS - KEA! 420
File Edit View Tools Options Help
PP:04-20          VA TIME & ATTENDANCE SYSTEM          5/17/05
                  ESR EXCEPTIONS FOR ENTIRE MEMORANDA
PAIDPTP,ONE          XXX-XX-0001
Pay Plan: L      Duty Basis: 2      FLSA: E      Normal Hours: 10      Comp/Flex:
T&L: 028          Station: 528
Memorandum & Leave Status thru PP 04-23 Ending Sat 27-Nov-04
Start Date: OCT 03, 2004 | Agreed Hours: 260.00 | LWOP Hrs: 0.00
TERMINATED: OCT 30, 2004 | Hours Worked: 17.50 | Non Pay Hrs: 0.00
2 of 26 PP= 7.69% | ICarryoverHrs: 0.00 | Off Target Hrs: -2.50
% Hrs Completed= 6.73% | Total Hrs: 17.50 | Off Target %: -12.50
This memorandum has ended

AL Ba1: 67.00 Approved future AL thru Leave Year: 0.00 Max carryover: 240
Potential AL hours to be lost by JAN 07, 2006 excluding Approved AL: 0

# Pay Period Date Status
-----
1 04-20 OCT 03, 2004 PENDING
OCT 07, 2004 PENDING
OCT 14, 2004 PENDING
OCT 15, 2004 PENDING
OCT 16, 2004 PENDING

Press RETURN to continue:
1(024,027)
    
```

### **Display Pay Period ESR**

This option allows the supervisor to review a part-time physician's ESR record. Any pay period from a current or past memorandum may be selected. If the next pay period has already been opened, it may also be selected.

The T&A Supervisor selects a T&L Unit, a part-time physician and the date they need to unlock.

VA TIME & ATTENDANCE SYSTEM  
UNLOCK DAILY ESR

Select T&L Unit: 028

Select EMPLOYEE: PAIDPTP,ONE PAIDPTP,ONE 000-28-0001

Posting Date: 3/7/2005 (MAR 07, 2005)

Once the posting date has been selected, the entire ESR for that pay period is displayed for the Supervisor to review and verify that they have selected the correct ESR day to unlock.

VMS - KEA! 420

File Edit View Tools Options Help

PP:05-09 VA TIME & ATTENDANCE SYSTEM 5/13/05  
 PT PHYSICIAN ESR FOR PP 05-09

PAIDPTP, ONE XXX-XX-0001  
 Pay Plan: L Duty Basis: 2 FLSA: E Normal Hours: 40 Comp/Flex: C  
 T&L: 221 Station: 500

Incomplete Days: 6

Day	Tour Description	Postings	Time Code	Meal	Hours	Status
			Remarks Code			
Sun	1-May-05	DAY OFF				PENDING
		MID-04:00A	RG REG TIME	0	04:00	
		11:30P-08:00A	RG REG TIME	30	08:00	
Mon	2-May-05	10 07:00A-03:30P				PENDING
		08:00A-03:30P	RG REG TIME	15	07:15	
		05:00P-07:00A	RG REG TIME	30	13:30	
ue	3-May-05	DAY OFF				PENDING
		07:00A-08:00A	RG REG TIME		01:00	
		09:00A-NOON	RG REG TIME	30	02:30	
		12:30P-02:00P	RG REG TIME		01:30	
		04:00P-05:00P	RG REG TIME		01:00	
		06:00P-09:00P	RG REG TIME	30	02:30	

Press RETURN to Continue.

1(024,026)

Payroll Supervisor Menu

VMS - KEA! 420

File Edit View Tools Options Help

PP:05-09 VA TIME & ATTENDANCE SYSTEM 5/13/05

PT PHYSICIAN ESR FOR PP 05-09

PAIDPTP, ONE XXX-XX-0001

Pay Plan: L Duty Basis: 2 FLSA: E Normal Hours: 40 Comp/Flex: C

T&L: 221 Station: 500

Incomplete Days: 6

Day	Tour Description	Postings	Time Code	Meal	Hours	Status
		Remarks Code				
		09:30P-10:00P	RG REG TIME		00:30	
		10:00P-01:00A	RG REG TIME		03:00	
4-May-05	10 07:00A-03:30P					APPROVED
		07:00A-NOON	RG REG TIME		05:00	
		NOON-01:00P	AA AUTH ABS	30	00:30	
			AA GRANTED BY SUPR.			
		01:00P-04:00P	RG REG TIME		03:00	
	PTP Remarks: TEST					
Thu	5-May-05	1 DAY OFF				PENDING
		07:00A-06:45A	RG REG TIME	15	23:30	
Fri	6-May-05	10 07:00A-03:30P				APPROVED
		08:00A-09:00A	RG REG TIME	30	00:30	

Press RETURN to Continue.

1(024,026)

VMS - KEA! 420

File Edit View Tools Options Help

PP:05-09 VA TIME & ATTENDANCE SYSTEM 5/13/05  
 PT PHYSICIAN ESR FOR PP 05-09

PAIDPTP,ONE XXX·XX-0001  
 Pay Plan: L Duty Basis: 2 FLSA: E Normal Hours: 40 Comp/Flex: C  
 T&L: 221 Station: 500

Incomplete Days: 6

Day	Tour Description	Postings	Time Code	Meal	Hours	Status
			Remarks Code			
Sat	7-May-05	DAY OFF				PENDING
		07:00A-08:00A	RG REG TIME	0	01:00	
Sun	8-May-05	1 DAY OFF				DAY OFF
Mon	9-May-05	10 07:00A-03:30P				APPROVED
		07:00A-03:30P	AL ANNUAL LV	60	07:30	
			SF71 ON FILE			
Tue	10-May-05	1 DAY OFF				DAY OFF
Wed	11-May-05	10 07:00A-03:30P				NOT STARTED
Thu	12-May-05	1 DAY OFF				DAY OFF
Fri	13-May-05	1 DAY OFF				DAY OFF
Sat	14-May-05	1 DAY OFF				DAY OFF

Press RETURN to Continue.

1(024,026)

### Unlock Daily ESR

This option allows Supervisors to select and unlock individual days in prior Pay Period ESRs, so the part-time physician can change or complete any incomplete daily ESRs.

```

VMS - KEA 420
File Edit View Tools Options Help
PP:04-20          VA TIME & ATTENDANCE SYSTEM          5/17/05
                  PT PHYSICIAN ESR FOR PP 04-20
PAIDPTP, ONE
Pay Plan: L      Duty Basis: 2      FLSA: E      Normal Hours: 10      XXX-XX-0001
T&L: 028                               Comp/Flex:
                                      Station: 528
                                      Incomplete Days: 5
Day      Tour Description      Postings      Time Code      Remarks Code      Meal      Hours      Status
-----
Sun 3-Oct-04      DAY OFF
                07:00A-04:00P      RG REG TIME
                09:00
Mon 4-Oct-04      DAY OFF
Tue 5-Oct-04      DAY OFF
Wed 6-Oct-04      DAY OFF
Thu 7-Oct-04      1 DAY OFF
  Sup Remarks: 000-666-0000
Fri 8-Oct-04      1 DAY OFF
Sat 9-Oct-04      1 DAY OFF
Sun 10-Oct-04     1 DAY OFF
Mon 11-Oct-04     1 DAY OFF
Tue 12-Oct-04     1 DAY OFF
Press RETURN to Continue.
1(024,026)
    
```

VMS-KEA 420

File Edit View Tools Options Help

PP:04.20 VA TIME & ATTENDANCE SYSTEM  
PT PHYSICIAN ESR FOR PP 04-20

PAIDPTP,ONE XXX-XX-0001  
 Pay Plan: L Duty Basis: 2 FLSA: E Normal Hours: 10 Comp/Flex:  
 T&L: 028 Station: 528

Incomplete Days: 5

Day	Tour Description	Postings	Time Code	Meal	Hours	Status
			Remarks Code			
Wed 13-Oct-04	1 DAY OFF					RESUBMIT
Sup Remarks: 666-555-0000						
Thu 14-Oct-04	1 DAY OFF					RESUBMIT
Fri 15-Oct-04	1 DAY OFF					RESUBMIT
Sat 16-Oct-04	90 07:00A-06:00P					NOT STARTED

Confirm Unlock of OCT 06, 2004 (YIN): YES  
 Enter Remarks: 666-000-0000

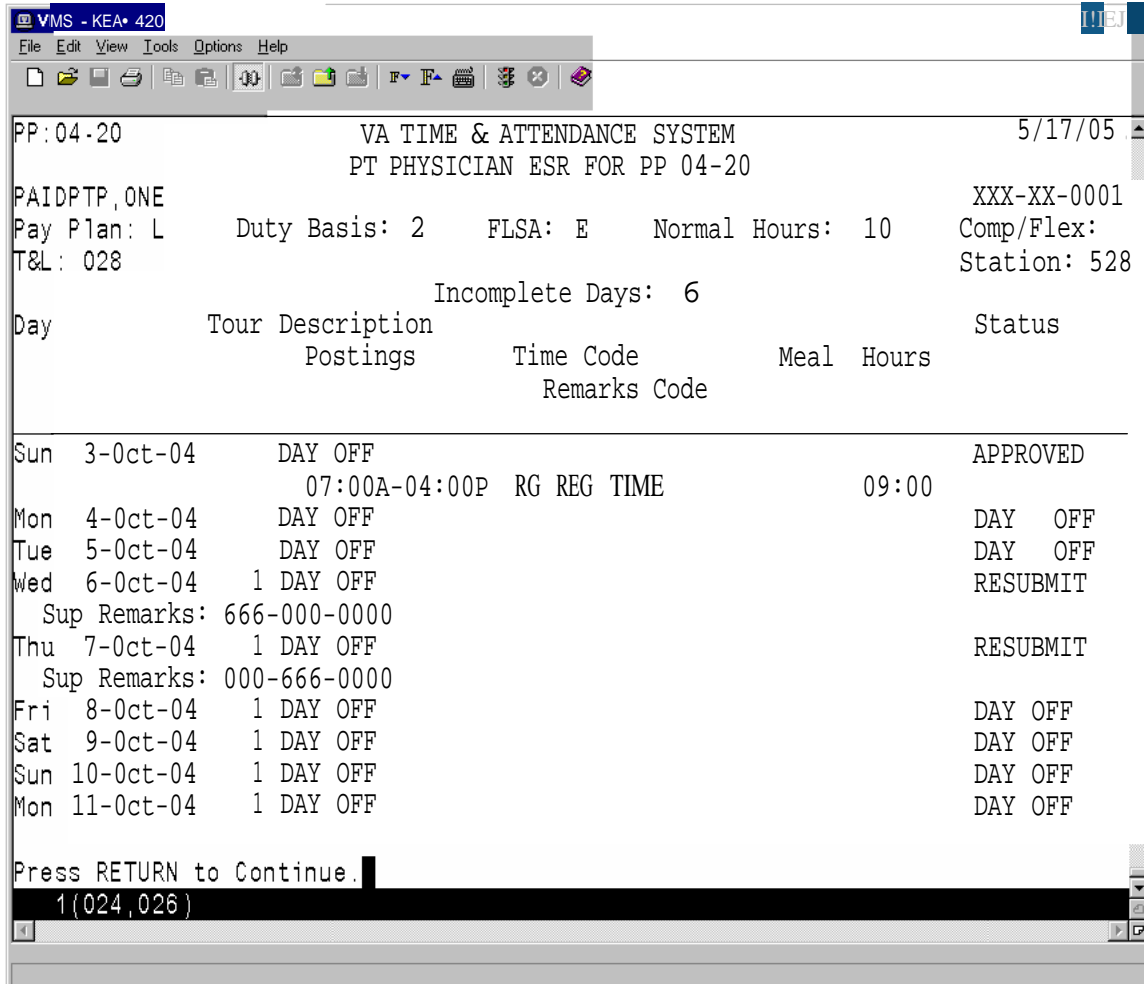
1(020,028)



Payroll Supervisor Menu

If you answer YES at the "Confirm Unlock" prompt, a remarks prompt is displayed. The Supervisor may enter a short comment or phone number.

After the remarks are entered, the day is given a status of RESUBMIT.





## Data Supplement

### PTP ESR DATA FILE DESCRIPTIONS

FIELD NAME	BRIEF DESCRIPTION
ESR START TIME	<p>The time the part-time physician actually began work/leave.</p> <p>Time may be entered in any of the following formats: 8A or 8a, 8:00A, 8:15A, 8:15AM or military time: 0800, 1300; or MID or 12M for midnight; NOON or 12N for noon. Time must be in quarter hours; e.g., 8A or 8:15A or 8:30A or 8:45A.</p>
ESR STOP TIME	<p>The time the part-time physician actually stopped work/leave.</p> <p>Time may be entered in any of the following formats: 8A or 8a, 8:00A, 8:15A, 8:15AM or military time: 0800, 1300; or MID or 12M for midnight; NOON or 12N for noon. Time must be in quarter hours; e.g., 8A or 8:15A or 8:30A or 8:45A.</p>
ESR TYPE OF TIME	<p>The type of time worked/leave taken. Following are the choices displayed if you enter a ?.</p> <p>AA Authorized Absence  AD Adopt  AL Annual Leave  CB Family Care  HX Holiday Excused  DL Donor Leave  ML Military Leave  NL Non-pay Annual Leave  RG Regular Time  RL Restored Annual Leave  SL Sick Leave  WP Leave Without Pay</p>

**PTP ESR DATA FILE DESCRIPTIONS, cont.**

<b>FIELD NAME</b>	<b>BRIEF DESCRIPTION</b>
ESR SPECIAL CODE	A code which further describes the TYPE OF TIME entered. Only the appropriate choices that correspond to the TYPE OF TIME entered will be allowed. Enter a ? for a list of the appropriate choices.
ESR MEAL TIME	The amount of time, if any, you took for a meal time.
DAILY ESR REMARKS	Any further comments you would like to enter.
ESR DAILY STATUS	The status of the part-time physician's daily Electronic Subsidiary Record (ESR). The possible values are: NOT STARTED PENDING SIGNED RESUBMIT APPROVED DAY OFF.
PT PHYSICIAN DATE/TIME STAMP	The Date and Time the part-time physician electronically signed their daily ESR record.
ESR SUPERVISOR REMARKS	Comments entered by the Supervisor after they have marked a daily ESR as RESUBMIT. This can be text up to 17 characters.

**PTP ESR DATA FILE DESCRIPTIONS, cont.**

FIELD NAME	BRIEF DESCRIPTION
ESR DAY LAST SIGN METHOD	<p>This field indicates how the current ESR record was signed. If the employee signs the ESR day, then the status will be MANUAL POST. However, it is also possible for the software to sign the ESR day on behalf of the employee based on some other action such as supervisor approval of an electronic leave request, or auto-posting of an extended absence, or auto-posting of holiday excused. The possible values are:</p> <p>MANUAL POST            EXTENDED ABSENCE            LEAVE REQUEST            HOLIDAY</p>

## WORK SUMMARY SCREEN DESCRIPTIONS

FIELD NAME	BRIEF DESCRIPTION
EMPLOYEE NAME	<p>The employee's name in the following format: LAST NAME followed by a comma; FIRST NAME or INITIAL; followed by a blank space; MIDDLE NAME or INITIAL; if applicable a blank space, JR, SR or INITIAL.</p> <p>Example:  <b>LASTNAME,FIRSTNAME MI JR</b></p> <p>No periods are placed after either initials or titles.</p>
STATION NUMBER	The number assigned to a Department of Veterans Affairs (VA) Installation for identification and control purposes.
T & L UNIT	Time and Leave Unit. A number that identifies a specific group of employees for time and leave tracking purposes.
SSN	The number used for identification and control purposes to refer to an employee.
NORMAL HOURS	This field contains the number of normal hours an employee is scheduled to work in a pay period
DUTY BASIS	Code identifies the time basis that an employee is scheduled to work. An employee may have a full-time (1), part-time (2), intermittent (3) basis work schedule.
PAY PLAN	Code identifies the pay system under which the employee's Compensation is determined.

**WORK SUMMARY SCREEN DESCRIPTIONS, cont.**

<b>FIELD NAME</b>	<b>BRIEF DESCRIPTION</b>
COMPRESSED/FLEXTIME CODE	Indicates an employee is working a tour that is approved as a compressed or flextime schedule. The field can be blank or coded with a "C" for Compressed or "F" for flextime.
FLSA	Code identifies whether an employee is covered under the Fair Labor Standards Act (FLSA) minimum wage and overtime provisions.
ANNUAL LEAVE CURRENT BALANCE	The annual leave balance this leave year to date.
PAY PERIOD	This field contains the year-pay period in the form of YY-PP where YY represents the year and PP represents the pay period. This field reflects the pay period that was selected by the part-time physician from the action pick list.
START DATE	The Start Date of the part-time physician's 364 Memorandum of Service Level Expectations. The Start Date will always be the first day of a pay period. The memorandum will cover exactly 26 full pay periods.
END DATE	The End Date of the part-time physician's 364 day Memorandum of Service Level Expectations. The End Date will always be the last day of a Pay Period.

**WORK SUMMARY SCREEN DESCRIPTIONS, cont.**

<b>FIELD NAME</b>	<b>BRIEF DESCRIPTION</b>
AGREED # OF HOURS	The number of hours that the part-time physician agreed to work during their 364 day memorandum. This number must be equally divisible by 26.
TOTAL HOURS WORKED	The total hours worked by the part-time physician since the beginning of their memorandum. This includes both scheduled tour hours and extra hours worked.
AVE HRS/PP TO COMPLETE MEM	The average number of hours that the part-time physician will have to work to meet the Agreed Hours in their Memorandum of Service Level Expectations.
AGREED # OF HOURS	The number of hours that the part-time physician agreed to work during their 364 day memorandum. This number must be equally divisible by 26 (the number of pay periods in a calendar year).
% OF HOURS COMPLETED	The percentage of scheduled hours completed since the beginning of the memorandum. This percentage reflects any AWOL (Absent Without Leave) hours that might have occurred during the memorandum. This field would also include any Non Pay hours.



**WORK SUMMARY SCREEN DESCRIPTIONS, cont.**

<b>FIELD NAME</b>	<b>BRIEF DESCRIPTION</b>
% OFF TARGET	The percentage that the part-time physician is either ahead or behind on meeting their Agreed Hours. This percentage is based on the part-time physician's total Hours Worked and their Normal Hours per Pay Period.

# Appendix B: Upgrade ETA For Telework (Increment 1- Comp Time Expiration Updates) (Patch PRS\*4.0\*133)

## Table of Contents

<b>1</b> .....	<b>Introduction</b>	<b>1</b>
1.1	Patch Nomenclature.....	1
1.2	Hardware Compatibility .....	1
1.3	System Specifications .....	1
<b>2</b> .....	<b>Changes and Enhancements</b>	<b>1</b>
2.1	Changes to the Pay Period Display .....	1
2.2	Changes to the Comp Time/Credit Hours Balance Display .....	2
2.3	Changes to the Supervisory Approvals Function.....	4
<b>3</b> .....	<b>Support Information</b>	<b>5</b>

# 1 Introduction

This patch introduces changes to the VistA Personnel and Accounting Integrated Data/Enhanced Time and Attendance (PAID/ETA) software for the Upgrade ETA for Telework Project (Increment 1 – Comp Time). These changes revise the expiration of compensatory (“comp”) time and credit hours from eight to 26 pay periods. Additionally, the patch will enable employees to view their comp time/credit hours balances for the preceding 26 pay periods.

Currently VistA PAID ETA receives up to eight individual pay period comp time/credit hours balances from AITC, and calculates an expiration date based on seven pay periods. After this patch is implemented, VistA PAID ETA will display a subtotal of comp time/credit hours earned over the past 26 pay periods. In cases where comp time/credit hours were earned during the interval of the preceding nine to 26 pay periods, VistA PAID ETA will report the actual hours and expiration for each of the oldest eight pay periods, with the remaining balances from the ninth through the most recently earned as a subtotal. The patch also enables supervisors to view comp time/credit hours balances for their direct reports.

## 1.1 Patch Nomenclature

- Release Date: September 2011
- Patch Name: PRS\*4.0\*133

## 1.2 Hardware Compatibility

This patch revises an existing VistA PAID/ETA application. There are no new hardware compatibility requirements.

## 1.3 System Specifications

This patch revises an existing VistA PAID/ETA application. There are no new system specifications.

# 2 Changes and Enhancements

The patch for Increment 1 includes changes to existing VistA PAID/ETA functions:

1. The expiration for comp time/credit hours values is increased from eight to 26 pay periods;
2. The comp time/credit hours pay period balance display includes additional information and the sorting method is changed; and
3. The Supervisory Approvals function displays information consistent with the policy change.

## 2.1 Changes to the Pay Period Display

The policy for expiration of comp time/credit hours was revised effective February 18, 2007. The time period in which an employee may use comp time/credit hours was revised from eight to 26 periods. The time limit on the use of credit hours was eliminated. The restriction on carrying no more than 24 credit hours into the next pay period was not changed. Comp time/credit hours will continue to be stored in the same balance, and if necessary, ETA users will continue to manually track the portion of the balances that are credit hours.

After the policy for expiration of comp time rules was implemented, the Austin Automation Technology Center (AITC) was updated to support storing 26 pay periods of comp time. VistA PAID/ETA transmits comp time information to AITC each pay period. AITC was also updated to maintain the total balance of employees' comp time/credit hours, and transmit that information to VistA PAID/ETA in the existing COMPTIME download field.

The value transmitted from AITC to VistA PAID/ETA each pay period is the current unused balance of comp time/credit hours earned over the preceding 26 pay periods. ETA stores this balance in the PAID

EMPLOYEE file (#450) in the COMPTIME/CREDIT HRS BALANCE field (#496).

## 2.2 Changes to the Comp Time/Credit Hours Balance Display

Figure 1 shows the options for displaying role-based comp time/credit hours balances and their expiration dates. All three options were modified as part of this patch, and the following roles were affected: (1) Employee, (2) Timekeeper, and (3) Supervisor.

```
LEAVE BALANCES [PRSA LV BAL-EMP]
EMPLOYEE LEAVE BALANCES [PRSA LV BAL-TK]
EMPLOYEE LEAVE BALANCES [PRSA LV BAL-SUP]
```

**Figure 1: VistA PAID/ETA report options modified by this patch.**

Currently VistA PAID/ETA receives eight individual comp time/credit hours balances for up to eight pay periods. This patch includes the following changes to the reports listed in Figure 1:

1. Includes total comp time/credit hours balance from the last 26 pay periods;
2. Restructures the reports into columnar format;
3. Includes the pay period in which the comp time/credit hours were earned, when available;
4. Balances earned more than eight pay periods before the current pay period are summarized on the last line of the itemized comp time/credit hours listing; and
5. The "Must be used by" dates are extended from eight to 26 pay periods.

Figure 2 and Figure 3 show what the application will look like before and after the patch is implemented, respectively:

```
BALANCES ARE AS OF SAT 12-MAR-11

LEAVE GROUP: 3

ANNUAL LEAVE BALANCE:          686.000

SICK LEAVE BALANCE:           357.500

COMP TIME/CREDIT HOURS:    4.000 MUST BE USED BY DEC 03, 2011
COMP TIME/CREDIT HOURS:    8.000 MUST BE USED BY DEC 17, 2011
COMP TIME/CREDIT HOURS:    1.500 MUST BE USED BY DEC 31, 2011
COMP TIME/CREDIT HOURS:    2.250 MUST BE USED BY JAN 14, 2012
COMP TIME/CREDIT HOURS:    1.750 MUST BE USED BY FEB 11, 2012
COMP TIME/CREDIT HOURS:    0.500 MUST BE USED BY FEB 26, 2011
COMP TIME/CREDIT HOURS:    3.500 MUST BE USED BY APR 09, 2011
COMP TIME/CREDIT HOURS:    4.500 MUST BE USED BY MAY 21, 2011
```

**Figure 2: Original screen.**

```
EMPLOYEE LEAVE BALANCES

PAID,EMPLOYEE A                LEAVE GROUP: 3    NNN-NN-NNNN

BALANCES ARE AS OF PAY PERIOD 11-17 (SAT 27-AUG-11)

ANNUAL LEAVE BALANCE:          240.000

SICK LEAVE BALANCE:           1000.000

COMP TIME/CREDIT HOURS (CT/CH) PAY PERIOD BALANCES
```

<u>PAY PERIOD EARNED</u>	<u># OF HOURS</u>	<u>MUST BE USED BY</u>
10-18	10.000	<u>SEP</u> 10, 2011
10-19	8.000	<u>SEP</u> 24, 2011
10-20	0.250	<u>OCT</u> 08, 2011
10-23	0.500	<u>NOV</u> 19, 2011
10-25	0.750	<u>DEC</u> 17, 2011
10-26	4.500	<u>DEC</u> 31, 2011
11-02	5.500	<u>JAN</u> 28, 2012
11-04	10.000	<u>FEB</u> 25, 2012
*11-05 <u>THRU</u> 11-17	22.750	<u>MAR</u> 10, 2012 <u>THRU</u> <u>AUG</u> 25, 2012
-----		
<u>TOTAL CT/CH HOURS BALANCE:</u>	62.250	
PAID, EMPLOYEE A		
	<u>LEAVE GROUP:</u> 3	<u>NNN-NN-NNNN</u>
* <u>THE CT/CH BALANCE OF 22.750 HOURS EARNED BETWEEN 11-05 AND 11-17 WILL BE</u>		
<u>ITEMIZED IN THE REPORT AT LEAST 8 PAY PERIODS IN ADVANCE.</u>		
<u>RESTORED LEAVE:</u>	24.000	
<u>USE BY END OF LEAVE YEAR 2012 OR FORFEIT.</u>		
<u>MILITARY LEAVE IN HOURS:</u>	8.00	
END OF REPORT		

**Figure 3: Modified screen.**

## 2.3 Changes to the Supervisory Approvals Function

Before this patch is installed, VistA PAID/ETA uses the sum of the balances from the preceding eight pay periods to calculate employees' total available comp time/credit hours balances. However, employees may have balances in more than eight individual pay periods, possibly as many as 26 pay periods. In these cases, employees' comp time/credit hours balances are understated on the Supervisor report.

After the patch is installed, the Supervisory Approvals [PRSA SUP CERT] option displays the correct

comp time/credit hours balance from the COMPTIME/CREDIT HRS BALANCE field (#496) in the PAID EMPLOYEE file (450). This field contains the unused balance of all comp time/credit hours earned over the preceding 26 pay periods.

### 3 Support Information

During Field Testing the patch will be supported by the Product Development team which performed the development. For the first 30 days following National Release, the development team will work with the Product Support team to assist with any patch-related issues. At the end of this 30 day period, assistance with patch-related issues will be addressed through the Help Desk and Remedy tickets if needed.