# PERSONNEL AND ACCOUNTING INTEGRATED DATA (PAID)

# TECHNICAL MANUAL

Version 4.0

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Hines IRM Field Office
Hines, Illinois

# Preface

This manual is designed as a reference guide primarily for all programmers and Information Resources Management (IRM) technical personnel who will be supporting the Decentralized Hospital Computer Program's (DHCP) Personnel and Accounting Integrated Data (PAID) package. This manual provides programmers with the information necessary to support, troubleshoot and maintain the PAID software.

The PAID software has three major modules: Time and Attendance (T&A), Employee Master Record Downloads, and Education Tracking.

The scope of the T&A portion of the software has greatly increased with each succeeding version. All information is entered via a terminal for electronic storage and processing -- information that was previously "posted" on a paper time and attendance report. A series of computer routines will apply time and leave processing rules to the data entered and calculate the totals for the various hours worked and leave taken. The software will create the necessary 8B record for transmission to the Austin Automation Center (AAC).

The purpose of the T&A portion of the software is to create a paperless time and attendance system.

The target audience, in addition to timekeepers, includes Time and Leave Unit (T&L) supervisors who approve time and attendance reports, schedule or approve overtime and compensatory time (OT/CT), and approve leave requests for their T&Ls. Also, employees will be able to view their own leave balances and make electronic requests for leave (SF 71 - APPLICATION FOR LEAVE).

A secondary scope to the package: the establishment of a continuously updated employee master record database remains the same. Employee master record data from the AAC will be stored at the station and updated regularly whenever a change is made to an employee record via the AAC's On Line Data Entry (OLDE) system.

Payroll and Personnel users are the target audience for this functionality. They will be able to view, but not change this data in the DHCP system.

The purpose of the database is twofold. First, an accurate employee master record database at the station will eliminate, in a future version, the need for a biweekly 8B data download. Second, it gives the Payroll and Personnel users an employee database to aid them in their tasks.

It is important to note that Personnel users will not have access to T&A options and will not be able to alter any time and attendance report data. Also, timekeepers will not have access to employee master record data except leave balances of employees in the time and leave units that they have been assigned.

Preface

# Table of Contents

# Revision History

Initiated on 12/29/04

| Date | Description (Patch # if applic.) | Project Manager | Technical Writer |
|------|----------------------------------|-----------------|------------------|
| 12/29/04 | Updated to comply with SOP 192-352 Displaying Sensitive Data. | | Mary Ellen Gray |
| 12/29/04 | Pdf file checked for accessibility to readers with disabilities. | | Mary Ellen Gray |
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# Introduction

This package has three main functions.  The primary function is the collection and transmission of Time and Attendance (T&A) Report data.  The purpose of this function is to provide an electronic means by which biweekly payroll data can be collected, processed and transmitted to the Department of Veterans Affairs' Austin Automation Center (AAC) in Austin, Texas, for the generation of personnel payroll checks.  The users accomplish their tasks with seven menus: Payroll Supervisor Menu, Payroll Main Menu, Timekeeper Main Menu, T&A Supervisor Menu, T&A OT/Supervisor Menu, Employee Inquiry/Reports Menu and Employee Menu.  These menus are assigned to authorized users who are responsible for entering, processing or transmitting time and attendance report data to the AAC.

The secondary function is to receive and store employee master record data.  The purpose of this function is to create an employee database which will be available to Payroll and Personnel users for viewing and local reporting needs.  A regularly updated employee database will be used to create a paperless time and attendance report "stub" record (i.e., the first 32 characters of an 8B record). The users may view the employee master record data by means of two menus; the Employee Inquiry Menu (sub-menu) designed for Payroll users and the Employee Inquiry Reports/Menu designed for Personnel users.

The third function is a module that creates an Education Tracking database featuring programs or classes with multiple attendees and reasons for attending these programs or classes.

This database is made up of each individual employee's program or class attended and all associated data including:  program or class name and supplier, type of media used for presentation, agency to place where employee or student is from, purpose of the training, a category or name for a desired grouping of program or classes, type of training (mandatory inservice, continuing education or other training), mandatory review group (if a required class), financial agency and cost (if government funded), accreditation board (if continuing education) and employee or student expense (if any or all funding is provided by the employee or student).

The AAC sends employee master record data to the station where it will be stored and updated regularly.  The AAC will generate five types of employee data downloads.  They are:  Initial, Edit and Update, Payrun, Transfer, and Separation.  This data will be transmitted through MailMan to the station where it will be stored in the PAID EMPLOYEE (#450) and/or PAID PAYRUN DATA (#459) file.  Payroll users will be able to view payroll-related data in these two files.  Personnel users will be able to look at personnel-related data in the PAID EMPLOYEE file, only.

In previous versions, an initial download containing the master records for all of the employees at the station arrived first to populate the PAID EMPLOYEE file. This download should occur only once, but may be sent again.  Contact the PAID Development staff at the Hines ISC to request a transmission of an Initial download.  An Edit and Update download is generated daily to modify employee master record data that has changed in the PAID EMPLOYEE file (e.g., promotions).  A Payrun download is generated once per pay period and  contains data which changes each pay period (e.g., year-to-date earnings).  The PAID EMPLOYEE and PAID PAYRUN DATA files are modified with this download.  A Transfer download is generated at the same time as the Payrun download and contains master record data of employees who are transferring into the station.  A Separation download is generated at the same time as the Payrun download.  A separated employee's master record is not deleted.  Instead, the SEPARATION IND field (File 450, field #80) in that record is set to the letter Y to indicate the employee is separated.

A prior version of this package eliminated the need to keypunch 8B records (VA Form 4-213)  at VA facilities.  Throughout this manual, there are references made to the processing of 8B records in relation to the T&A program.  It should be noted, however, that there is not a physical 8B record.  The term "8B record" has been used because it is a term familiar to Payroll users.

# Implementation and Maintenance

There are no site-specific parameters for this package.

The Fiscal Service, Payroll Section Supervisor will decide who the users of the T&A options will be and the Site Manager will assign ACCESS and VERIFY codes for each user.

The T&A portion of the software recognizes six classes of users - Payroll Supervisor, Payroll Clerks, Timekeepers, Time and Leave Unit (T&L) Supervisors, Overtime Approvers and all other employees. Each class has its own main menu. A user's class is determined by the menu that is assigned. The Payroll Supervisor should instruct the Site Manager what T&A menu is assigned to a user.

Users of the T&A menus must have a value in the SSN field (#9) in the NEW PERSON file (#200) and that value must match the SSN value of an entry in the PAID EMPLOYEE file (#450) or the user cannot proceed any further.

In a previous version, only timekeepers were associated with a T&L in the T&L UNIT file (#455.5). The TIMEKEEPER field (#10) is a multiple that points to File 200. A SUPERVISOR field (#11) has been added to associate supervisors to a T&L and an OT/CT APPROVER field (#12) was added to associate approving officials for overtime and compensatory time to a T&L. Both of these fields are multiple entry type fields that point to File 200.

It is recommended that the MailMan messages generated for transmission to the AAC be saved in some MailMan basket for at least six months as a record of your actual transmission.

## Failsoft Procedures

A double transmission of 8B messages can have dire consequences since AAC will 'add' the two records together and then reject them both. Therefore, careful checks should be made to ensure that only a single initial transmission takes place. It is conceivable that due to a global translation error, or corruption of the MailMan global, or for other reasons, it is desirable to re-build the MailMan messages. This is a dangerous operation unless one is assured that the original messages have not and will not be transmitted.

In the case of a disk or CPU failure, existing Failsoft procedures should be adequate. Recovery from a disk failure rarely takes more than two hours. In the case of a CPU failure, either repair of the CPU or movement to a different processor is generally accomplished in four hours or less.

A more serious problem can be the failure of the network system or the local mini-engine when repair times are uncertain. In order to deal with these contingencies, a routine exists which will produce a magnetic tape of the 8B records (actually, any device can be selected, but use of a magnetic tape is assumed). This routine does

NOT reset the transmission flag (i.e., it does not mark the individual records as transmitted). Thus, use of the routine to prepare a tape does not preclude normal transmission should repairs be accomplished more quickly than expected.

To build a tape containing all 8B records:

**D TAPE^PRSATAPE**

```
Select Time & Attendance Records Pay Period: 93-01// <RET>
Select TAPE Device: enter a device name here
```

To read a tape containing 8B records and produce MailMan messages for transmission:

**D MAIL^PRSATAPE**

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Select TAPE Device: enter a device name here
```

This entry point is used when a nearby station produces a tape and wishes to use your facility for transmission. Use of this option in no way affects your own database.

### Exemptions

Changing DUZ(0):

Options 1 and 2 on the PRSD 04 EMPLOYEE INQUIRY MENU AND PRSD 05 EMPLOYEE INQUIRY MENU allow the user to create reports with FileMan's print and search options. The variable DUZ(0) is changed to the letters P, F or PF and acts as a screen to control the fields a user may see.

# Routine Descriptions

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| PRS8 | Starts the time and attendance decomposition process. |
| PRS8AC | Creates the DAY (DAY,"W") node. This node contains for each day of the pay period the activities concerning an employee's schedule. |
| PRS8CR | Takes the information contained in the WK array and creates the 8B record that is transmitted to the AAC. |
| PRS8CV | Called at the end of the time and attendance report decomposition process to clean up all remaining variables. |
| PRS8DR | Determines whether or not the parameters necessary to decompose time are in existence. |
| PRS8EX | Processes the 1 node of File 458 for each day. This node contains the exceptions to normal work hours. |
| PRS8EX0 | Decomposition, exceptions (continued). |
| PRS8HD | Determines when the holidays occur within a year. |
| PRS8HR | Determines what type of hours, other than normal hours, were worked. |
| PRS8MISC | Makes miscellaneous adjustments to the 8B character string sent to Austin. |
| PRS8MSC0 | Miscellaneous adjustments to the time and attendance report (continued). |
| PRS8MT | Determines mealtime for purposes of reducing premium pay. |
| PRS8OC | Credits the appropriate time and attendance report categories for work performed while On-Call. |
| PRS8OT | Determines whether overtime/compensatory time (OT/CT) was scheduled in advance of the work week for the date being processed. |
| PRS8PP | Determines certain premium pays for an employee. |
| PRS8SB | Computes Stand-By hours. |
| PRS8ST | Breaks down the timeframes into 15 minute increments and then starts the processing of those increments. |
| PRS8SU | Defines the DAY array in the ^TMP global along with other associated variables pertaining specifically to the employee and pay period being processed. |
| PRS8TL | Decomposes time and attendance information for a specific T&L and for a specific pay period. |
| PRS8TL1 | Continuation of PRS8TL. |
| PRS8UP | Collects time and attendance information related to weekly activity which is unrelated to actual time. |
| PRS8UT | Utility functions associated with the decomposition process such as device selection. |
| PRS8VW | Displays the results of the decomposition process. |
| PRS8VW1 | Continuation of PRS8VW. |
| PRS8VW2 | Continuation of PRS8VW. |
| PRS8WE | Determines weekend (Saturday and Sunday) premium pay. |
| PRS8WE2 | Premium pay utilities. |
| PRSACED | Starts the 8B record edit checks process. |
| PRSACED1 | Continuation of edit checks. |

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| PRSACED2 | Continuation of edit checks. |
| PRSACED3 | Continuation of edit checks. |
| PRSACED4 | Continuation of edit checks. |
| PRSACED5 | Continuation of edit checks. |
| PRSACED6 | Continuation of edit checks. |
| PRSADP | Displays the posted time and attendance information for an employee on a selected date. |
| PRSADP1 | Continuation of PRSADP. |
| PRSADP2 | Displays posted time and attendance information for an employee for the pay period. |
| PRSADPA | Display complete data for Payroll. |
| PRSAEDL | Lists environmental differential pay requests. |
| PRSAEDR | Creates or cancels a request for environmental differential pay. |
| PRSAEDS | Displays an environmental differential request. |
| PRSAENE | Displays pay and leave entitlement eligibility for an employee. |
| PRSAENT | Determines which pay entitlement string applies to an employee. |
| PRSAENX | Displays the values of an entitlement table entry (File 457.5). |
| PRSAES | Prompts the user for an electronic signature code. |
| PRSALVB | Displays an employee's leave balances. |
| PRSALVE | Edit a leave request. |
| PRSALVL | Lists leave requests by date or employee. |
| PRSALVR | Creates a leave request. |
| PRSALVS | Displays leave requests. |
| PRSALVT | Calculates projected leave balances. |
| PRSALVU | Calculates leave lengths. |
| PRSALVX | Cancels a leave request. |
| PRSAOTE | Edit an OT/CT request. |
| PRSAOTL | Lists OT/CT requests. |
| PRSAOTR | Creates OT/CT requests. |
| PRSAOTS | Displays OT/CT requests by date. |
| PRSAOTX | Approves OT/CT requests. |
| PRSAPAS | Displays the Privacy Act Statement at the top of a menu. |
| PRSAPEH | Allows timekeeper to set employee's holiday. |
| PRSAPEM | Allows time and attendance posting other than time and leave data such as LUMP SUM UNITS. |
| PRSAPEX | List pay period exceptions. |
| PRSAPPH | Utility subroutines for holidays. |
| PRSAPPO | Creates the next pay period entry in the TIME & ATTENDANCE RECORDS file (#458). |
| PRSAPPP | Processes time and attendance report from a prior pay period. |
| PRSAPPQ | Displays time and attendance report data for prior pay periods. |
| PRSAPPU | Calculates all 14 dates within a pay period. |
| PRSAPPX | Approves prior pay period changes. |
| PRSAPRE | Create a time and attendance report entry in the TIME & ATTENDANCE RECORDS file (#458) for an employee for a pay period. |
| PRSAPRT | Returns a time and attendance report to the timekeeper. |
| PRSAPT1 | Displays the SPECIAL TOUR INDICATOR (#457.2), TYPE OF TIME (#457.3), and TIME REMARKS (#457.4) file entries. |

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| PRSARPT2 | Displays a list of time and attendance reports not yet reviewed by Payroll Section. |
| PRSASAL | Supervisor Alert utilities. |
| PRSASC | Supervisor certification of leave requests, OT/CT requests, environmental differential pay requests, tour changes, and prior pay period changes. |
| PRSASC1 | Files supervisor approvals for leave requests, OT/CT requests, environmental differential pay request and tour changes. |
| PRSASC2 | Posts environmental differential pay. |
| PRSASC3 | Approves prior pay period actions. |
| PRSASR | Allows supervisor to certify time and attendance reports. |
| PRSASR1 | Displays posted Veterans Canteen Service (VCS) commission sales and environmental differential pay. |
| PRSASU | Supervisor un-reviewed list. |
| PRSATAPE | Failsafe program used to make a tape of 8B records which can be taken to another site for transmission to the AAC. |
| PRSATD1 | Create, display or edit a TOUR OF DUTY file (#457.1) entry. |
| PRSATD2 | List tours of duty a T&L is permitted to use. |
| PRSATE | Allows a timekeeper to enter or edit an approved tour of duty on an employee. |
| PRSATE0 | Edits tours of duty. |
| PRSATE1 | Displays changes in a tour of duty. |
| PRSATE2 | Displays an employee's tour(s) of duty. |
| PRSATE3 | Displays more detailed information on an employee's tour(s) of duty. |
| PRSATE4 | Allows the entry of a second tour of duty on the same day for an employee. |
| PRSATE5 | Checks to make sure that two tours of duty on the same day do not overlap. |
| PRSATEV | Verifies tour of duty. |
| PRSATH | Displays a transmission report of 8B records sent to the AAC for a pay period. |
| PRSATIM | Converts am and pm hours into 24-hour format. |
| PRSATL | Display and edit of T&L UNIT file (#455.5) entries. |
| PRSATP | Allows a timekeeper to post time and attendance report data on an employee. |
| PRSATP0 | Allows a timekeeper to post an employee as being absent. |
| PRSATP1 | Checks for errors in posted entry. |
| PRSATP2 | Checks for OT/CT and leave for a posted entry. |
| PRSATPD | Lets Payroll clear prior pay period exceptions. |
| PRSATPE | Checks for exceptions to posted time. |
| PRSATPF | Stores prior pay period exceptions in the PRIOR PAY PERIOD EXCEPTIONS (#458.5) file. |
| PRSATPG | Lists prior pay period exceptions to a time and attendance report. |
| PRSATPH | Exception utilities. |
| PRSATPL | Displays tours of duty and exceptions for employees. |
| PRSATPP | Allows timekeeper to post time to a prior pay period. |
| PRSATPX | Lists pay period exceptions. |
| PRSATVC | Post VCS commission sales. |

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| PRSAUD | Creates an audit record when a time and attendance report entry is changed. |
| PRSAUDP | Display employee pay period audit data. |
| PRSAUTL | Checks user's SSN for a match between PAID EMPLOYEE (#450) and NEW PERSON (#200) files.  Checks user's access to a T&L Unit.  Sets up TaskMan variables and calls TaskMan to queue tasks. |
| PRSAXMIT | Loads 8B records into mail messages and transmits to the AAC. |
| PRSAXSR | Creates the "stub" of an 8B record (i.e., the first 31 characters) that is transmitted to the AAC. |
| PRSD1150 | Record of leave data. |
| PRSD450 | Update pointers on SSN change. |
| PRSDADD | Add new employees. |
| PRSDAH | Ad Hoc Reports driver. |
| PRSDAH1 | Ad Hoc basic employee fields. |
| PRSDAH2 | Ad Hoc Title 38 fields. |
| PRSDAH3 | Ad Hoc Physician & Dentist fields. |
| PRSDAH4 | Ad Hoc Report interface to 450. |
| PRSDCOMP | Sums various earnings, benefits and leave values and stores those totals in the PAID EMPLOYEE (#450) and PAID PAYRUN DATA (#459) files. |
| PRSDDL | Processes the Separation download. |
| PRSDENG | Engineering API. |
| PRSDERR | Checks for errors when a data download is processed. |
| PRSDEU01 | A table used to process the first line of the Edit and Update record. |
| PRSDEU02 | A table used to process the second line of the Edit and Update record. |
| PRSDEU03 | A table used to process the third line of the Edit and Update record. |
| PRSDEU04 | A table used to process the fourth line of the Edit and Update record. |
| PRSDEU05 | A table used to process the fifth line of the Edit and Update record. |
| PRSDEU06 | A table used to process the sixth line of the Edit and Update record. |
| PRSDEU07 | A table used to process the seventh line of the Edit and Update record. |
| PRSDEU08 | A table used to process the eighth line of the Edit and Update record. |
| PRSDEU09 | A table used to process the ninth line of the Edit and Update record. |
| PRSDEU10 | A table used to process the tenth line of the Edit and Update record. |
| PRSDEU11 | A table used to process the eleventh line of the Edit and Update record. |
| PRSDEU12 | A table used to process the twelfth line of the Edit and Update record. |
| PRSDFIL | Used to maintain the PAID CODE FILE (#454).  Users may enter PAID codes and their descriptions. |

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| PRSDFOLL | Puts the Followup Date for a particular Followup Code into the correct field. |
| PRSDLD01 | A table used to process the first line of the Initial record. |
| PRSDLD02 | A table used to process the second line of the Initial record. |
| PRSDLD03 | A table used to process the third line of the Initial record. |
| PRSDLD04 | A table used to process the fourth line of the Initial record. |
| PRSDLD05 | A table used to process the fifth line of the Initial record. |
| PRSDLD06 | A table used to process the sixth line of the Initial record. |
| PRSDLD07 | A table used to process the seventh line of the Initial record. |
| PRSDLD08 | A table used to process the eighth line of the Initial record. |
| PRSDLD09 | A table used to process the ninth line of the Initial record. |
| PRSDLD10 | A table used to process the tenth line of the Initial record. |
| PRSDLD11 | A table used to process the eleventh line of the Initial record. |
| PRSDLD12 | A table used to process the twelfth line of the Initial record. |
| PRSDLD13 | A table used to process the thirteenth line of the Initial record. |
| PRSDLD14 | A table used to process the fourteenth line of the Initial record. |
| PRSDLD15 | A table used to process the fifteenth line of the Initial record. |
| PRSDLD16 | A table used to process the sixteenth line of the Initial record. |
| PRSDLD17 | A table used to process the seventeenth line of the Initial record. |
| PRSDMISC | Miscellaneous subroutines. |
| PRSDPR01 | A table used to process the first line of the Payrun record. |
| PRSDPR02 | A table used to process the second line of the Payrun record. |
| PRSDPR03 | A table used to process the third line of the Payrun record. |
| PRSDPR04 | A table used to process the fourth line of the Payrun record. |
| PRSDPR05 | A table used to process the fifth line of the Payrun record. |
| PRSDPR06 | A table used to process the sixth line of the Payrun record. |
| PRSDPR07 | A table used to process the seventh line of the Payrun record. |
| PRSDPR08 | A table used to process the eighth line of the Payrun record. |
| PRSDPRIN | A table used to clean out the old accounting data values from the PAID EMPLOYEE (#450) file before entering the new values which come with every Payrun download. |
| PRSDPRNT | Allows the users of the Fiscal or Personnel Employee Inquiry Menus to call VA FileMan's Print and Search options to query the PAID EMPLOYEE (#450) and PAID PAYRUN DATA (#459) files. |
| PRSDPROC | Checks the PRS global at system startup time and processes any records that are in it. |
| PRSDPTYP | Creates an entry for an employee by pay period in the PAID PAYRUN DATA (#459) file. |
| PRSDRPT | Fiscal reports. |
| PRSDSERV | The driver routine for processing the master record downloads. |
| PRSDSET | Parses the master record into pieces and stores the data into the PAID EMPLOYEE (#450) and/or PAID PAYRUN DATA (#459) files. |
| PRSDSRC | Strength report compilation. |
| PRSDSRC1 | Strength report compilation (continued). |
| PRSDSRC2 | Strength report compilation (continued). |
| PRSDSRP | Strength report print. |
| PRSDSRP1 | Strength report print (continued). |
| PRSDSRP2 | Strength report print (continued). |

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| PRSDSRP3 | Salary report print. |
| PRSDSRS | Service record screen. |
| PRSDSTAT | Creates a mail message with statistics concerning the processing of a master record download and sends that message to the PAD mail group at the station. |
| PRSDUTIL | PAID download utility sub-routines. |
| PRSDV450 | Displays an employee entry from the PAID EMPLOYEE (#450) file. |
| PRSDV459 | Displays an employee entry from the PAID PAYRUN DATA (#459) file. |
| PRSDVTBL | Contains the tables needed to run the PRSDV450 routine. |
| PRSDW450 | Write employee data. |
| PRSDXREF | Executes any cross references on a field when a new value is set from a master record download. |
| PRSDYTD | Compute year-to-date totals. |
| PRSE | Routine to check for version number, and run Employee/ED Menu. |
| PRSECAL | Calendar of classes by service and date. |
| PRSEDEL | Purge routine for files 452/452.8. |
| PRSEDEL1 | Edit/delete student record. |
| PRSEDESC | Education Tracking file descriptions. |
| PRSEED0 | Site file enter/edit driver Feb 93. |
| PRSEED1 | Enter-edit student record. |
| PRSEED10 | PRSE non-local C.E. attendance. |
| PRSEED12 | PRSE non-local C.E. attendance update continued. |
| PRSEED13 | Employee mandatory training Grp/Clas enter/edit. |
| PRSEED14 | E/E MI attendance by multiple employees. |
| PRSEED2 | Log employee attendance into tracking file. |
| PRSEED3 | Attendance - class complete. |
| PRSEED4 | Education file population. |
| PRSEED5 | Employee edit attendance. |
| PRSEED6 | Enter/edit class registration. |
| PRSEED7 | PRSE non-local C.E. attendance update continued. |
| PRSEED8 | PRSE attendance update. |
| PRSEED9 | PRSE attendance update continued. |
| PRSEEMP | Attendance RPT by service. |
| PRSEEMP1 | Individual inservice attendance report. |
| PRSEEMP2 | Attendance report by service. |
| PRSEKILL | Variable clean-up. |
| PRSEMSG | Education tracking messages. |
| PRSEPMC | Employee mandatory training group/class report. |
| PRSEPMD1 | Incomplete Nursing mandatory inservice class data part 2 of 2. |
| PRSEPMD4 | Individual MI deficiency by employee name. |
| PRSEPMD5 | Incomplete employee MI report (by class) part 1 of 2. |
| PRSEPMD6 | Incomplete mandatory inservice class date part 2 of 2. |
| PRSEPOL0 | OLDE training coding report. |
| PRSEPOL1 | OLDE training coding report. |
| PRSEPRG0 | Review group members report. |
| PRSERSTR | Class registration roster. |
| PRSEUTL | Employee education report - utility. |

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| PRSEUTL1 | Education global search utility. |
| PRSEUTL2 | Educational security routine. |
| PRSEUTL3 | Employee education report - utility. |
| PRSEUTL4 | Class assignment to mandatory training group. |
| PRSEUTL5 | Update mandatory class mult from MI review group mult. |
| PRSEUTL6 | Service selection from file 454.1. |
| PRSIKIL | Kill PAID 2.5 options & routines. |
| PRSIPRE | Pre-initialization routine. |
| PRSIPST | Post-initialization routine. |
| PRSIPST1 | Continuation of post-initialization. |
| PRSIPST2 | Continuation of post-initialization. |
| PRSNTEG | The package checksums. |
| PRSNTEGO | The package checksums. |
| PRSRASOR | Employee audit sort. |
| PRSRAU1 | Prior Pay Period audit report. |
| PRSRAU11 | Prior Pay Period report continued. |
| PRSREX1 | Individual Service expenditure report. |
| PRSREX11 | Expenditure report continued. |
| PRSRL1 | Employee leave usage report. |
| PRSRL11 | Leave usage report continued. |
| PRSRL12 | Leave usage report continued. |
| PRSRL2 | Employee leave request report. |
| PRSRL21 | Leave request report continued. |
| PRSRL4 | Employee leave usage pattern. |
| PRSRL41 | Leave usage pattern continued. |
| PRSRLL | Calculate leave length. |
| PRSRLSOR | Leave report sorts. |
| PRSROSOR | OT/CT report sorts. |
| PRSROT1 | Employee OT/CT report. |
| PRSROT11 | OT/CT report continued. |
| PRSRPSOR | Leave pattern sort. |
| PRSRTLPR | Display print Tks, Supervisors, Approvers. |
| PRSRUT0 | Report utilities. |
| PRSRUTL | Report utilities. |

PAID V. 4.0  Technical Manual

# File List

| FILE # | NAME | DESCRIPTION | DATA COMES WITH FILE | MERGE OR OVER WRITE |
|--------|------|-------------|----------------------|---------------------|
| 450 | PAID EMPLOYEE | Contains master record data on all the station's employees. | NO | n/a |
| 450.11 | PAID DOWNLOAD MESSAGE ERROR | Contains all master record download errors that occurred during the processing of a download. Purged after each download. | NO | n/a |
| 450.12 | PAID DOWNLOAD MESSAGE | Contains a listing of all master record download messages that were received from the AAC for a download. Purged after each download. | NO | n/a |
| 452 | PRSE STUDENT EDUCATION TRACKING | Contains information on employee and non-employee attendance at continuing education and inservice programs. | NO | n/a |
| 452.1 | PRSE PROGRAM/ CLASS | Contains the names of continuing education and inservice programs used in the Education Tracking software. | NO | n/a |
| 452.2 | PRSE EDUCATION PROGRAM/ CLASS SUPPLIER | Contains the names of companies or organiza-tions who supply the programs or classes. | NO | n/a |

| FILE # | NAME | DESCRIPTION | DATA COMES WITH FILE | MERGE OR OVER WRITE |
|--------|------|-------------|----------------------|---------------------|
| 452.3 | PRSE MAN-DATORY TRAINING (MI) CLASS GROUP | Contains groups of mandatory or required classes.  For Nursing Service, this was known as Mandatory Inservice (MI).  These groups can be for individual students or entire services. | NO | n/a |
| 452.4 | PRSE EDU-CATION PROGRAM/ CLASS CATEGORY | Contains information used to categorize related programs/classes.  Entries in this file are not to be edited. | YES | OVER WRITE |
| 452.5 | PRSE EDUCATION PRESENTA-TION MEDIA | Contains methods of presenting a program/ class. | NO | n/a |
| 452.51 | PRSE EMPLOYEE PURPOSE OF TRAINING | Contains reasons for attending a program/ class. | YES | OVER WRITE |
| 452.6 | PRSE SVC REASONS FOR TRAINING | Contains the service's reasons for individuals attending a program/ class. | NO | n/a |
| 452.7 | PRSE PARAME-TERS | Contains specific parameters used in the Education Tracking Application. | NO | n/a |
| 452.8 | PRSE EDUCA-TION REGIS-TRATION | Contains information on employee/student registration. | NO | n/a |

| FILE # | NAME | DESCRIPTION | DATA COMES WITH FILE | MERGE OR OVER WRITE |
|--------|------|-------------|----------------------|---------------------|
| 452.9 | PRSE EDUCATON ACCREDITA-TION ORGA-NIZATIONS | Contains information on organizations which accredit the continuing education programs. | YES | MERGE |
| 454 | PAID CODE FILES | Contains the PAID codes and their descriptions. | YES | MERGE |
| 454.1 | PAID COST CENTER/ ORGANIZA-TION | Contains the Cost Centers and Organizations used at the station. | YES | MERGE |
| 455.1 | 8B ERROR MESSAGE | Contains error messages corresponding to the various edit errors that may be detected during the processing and the checking of the 8B record entry. | YES | OVER WRITE |
| 455.5 | T&L UNIT | Contains the list of T&L units established by a station as well as the associated timekeepers, supervisors who approve OT/CT, and supervisors who sign time and attendance reports. | NO | n/a |
| 457.1 | TOUR OF DUTY | Contains a list of all tours of duty used by the station. | YES | MERGE |
| 457.2 | SPECIAL TOUR INDICATOR | Contains a list of special processing conditions related to a tour of duty. | YES | OVER WRITE |

| FILE # | NAME | DESCRIPTION | DATA COMES WITH FILE | MERGE OR OVER WRITE |
|--------|------|-------------|---------------------|---------------------|
| 457.3 | TYPE OF TIME | Contains a list of types of work or leave time used in time and attendance report posting. | YES | OVER WRITE |
| 457.4 | TIME REMARKS | Contains entries used to indicate conditions related to a time segment posted to a time and attendance report. | YES | OVER WRITE |
| 457.5 | PAY ENTITLE-MENT | Contains a string of codes to indicate entitlement to specific types of time for different pay plan categories. | YES | OVER WRITE |
| 457.6 | ENVIRON-MENTAL DIFFEREN-TIALS | Contains a list of valid environmental differentials which may be requested. | YES | OVER WRITE |
| 458 | TIME & ATTEND-ANCE RECORDS | Contains all data that appears on an employee's time and attendance report. | NO | n/a |
| 458.1 | LEAVE REQUESTS | Contains leave requests entered by employees. | NO | n/a |
| 458.2 | OT/CT REQUESTS | Contains all requests for OT/CT other than those scheduled as part of a tour of duty. | NO | n/a |
| 458.3 | ENVIRON-MENTAL DIFF. REQUESTS | Contains all Environmental Differential requests. | NO | n/a |

| FILE # | NAME | DESCRIPTION | DATA COMES WITH FILE | MERGE OR OVER WRITE |
| --- | --- | --- | --- | --- |
| 458.5 | PRIOR PP EXCEPTIONS | Contains data identifying prior pay period exceptions for employee time and attendance reports. | NO | n/a |
| 459 | PAID PAYRUN DATA | Contains accounting data on employees by pay period.  A snapshot of an employee's earnings, deductions and leave usage for a pay period. | NO | n/a |

File List

# Exported Options

**PRSA ED CAN**
 Cancel Envir. Diff. Request                    run routine
 CAN^PRSAEDR
 This option allows the user to cancel an environmental differential request.

**PRSA ED LST**
 List Environment Diff. Requests                run routine
 TK^PRSAEDL
 This option allows the user to list environmental differential requests
 within a user specified time span for one or all employees of a Time and
 Leave Unit. The requests may be sorted by employee or date of request.

**PRSA ED LST-SUP**
 List Environment Diff. Requests                run routine
 SUP^PRSAEDL
 This option lists Environmental Differential requests for a supervisor.

**PRSA ED REQ**
 Envir. Diff. Request                           run routine
 PRSAEDR
 This option allows the user to enter an environmental differential request
 for an employee. The date, from and to time, type of exposure, and
 justification are entered.

**PRSA ED/VCS**
 Envir. Diff./VCS Sales                         menu
        PRSA ED REQ
        PRSA ED CAN
        PRSA ED LST
        PRSA VC POST
 This submenu allows the user to enter, cancel and list environmental
 differential requests. Also, the user may post Veteran Canteen Service
 commission sales.

**PRSA EDIT**
 8B Edit Checks                                 run routine
 PRSACED
 This option detects most of the 8B records that would be rejected by the
 Austin Automation Center.

**PRSA EMP MENU**
 Employee Menu                                  menu
        PRSA LV REQ
        PRSA LV DISP
        PRSA LV CAN
        PRSA LV BAL-EMP
        PRSD SERVICE RECORD SCREEN

        PRSA TPD PP-EMP
        PRSE-IND-REG
        PRSA LV EDIT
        PRSREM-LEV-USED

This menu allows the employee to enter, cancel and list his/her leave
requests. Also, the employee may list his/her leave balances.

**PRSA EN EMP**
Display Employee Entitlements            run routine
PRSAENE
This option allows the user to select an employee and display his/her
entitlement to each type of time worked or leave earned/used.

**PRSA EN TAB**
Display Entitlement Table            run routine
PRSAENX
This option deciphers the work/leave entitlement character string. It
displays the categories of work and leave and whether a value should be
entered in that category.

**PRSA LV BAL-EMP**
Leave Balances            run routine
EMP^PRSALVB
Displays a list of the leave balances an employee has.

**PRSA LV BAL-SUP**
Employee Leave Balances            run routine
SUP^PRSALVB
This option allows a user to view all leave balances for an employee he/she
supervises. Leave fields that have no value (i.e., null) are not listed.

**PRSA LV BAL-TK**
Employee Leave Balances            run routine
TK^PRSALVB
This option allows a timekeeper to display leave balances for any employee
in an assigned T&L.

**PRSA LV CAN**
Cancel Leave Request            run routine
PRSALVX
The employee enters a date and a list of all his/her leave requests from
that date onward are displayed. The employee is prompted to select a choice
from the list to cancel.

**PRSA LV DISP**
Display Leave Requests            run routine
PRSALVS
The employee enters a date and a list of all his/her leave requests from
that date onward are displayed.

**PRSA LV EDIT**

Edit Leave Request                    run routine
PRSALVE
This option allows an employee to edit a leave request which begins on a day
that has yet to be posted.

PRSA LV LST
List Leave Requests                    run routine
TK^PRSALVL
This option allows the user to list leave requests for one or all employees.
The user enters a 'begin' date and an 'end' date. All leave requests for the
employee(s) chosen will be displayed. The list may be sorted by employee
name or date of leave request. The date, time, type of leave and any remarks
are listed.

PRSA LV LST-SUP
List Leave Requests                    run routine
SUP^PRSALVL
This option allows the user to list leave requests for one or all employees.
The user enters a 'begin' date and an 'end' date. All leave requests for the
employee(s) chosen will be displayed. The list may be sorted by employee
name or date of leave request. The date, time, type of leave and any remarks
are listed.

PRSA LV PAY
List Leave Requests                    run routine
PAY^PRSALVL
This option will allow Payroll to display leave requests for any time period
for any T&L.

PRSA LV REQ
Leave Request                    run routine
PRSALVR
This option allows an employee to make a request for leave (i.e.,
APPLICATION FOR LEAVE, SF 71). The employee must be entered in both the PAID
EMPLOYEE (#450) and NEW PERSON (#200) files and the social security numbers
must match.

PRSA OT APP
Approve OT/CT                    run routine
PRSAOTX
This option allows the user to approve an overtime or compensatory time
request.

PRSA OT CAN
Cancel OT Request                    run routine
CAN^PRSAOTR
This option allows the user to cancel an overtime/compensatory time request.
After selecting the employee, the user specifies a date to begin searching
for all such requests. That employee's requests are listed and the user
selects the one to cancel.

PRSA OT EDIT
 Edit OT/CT Request                              run routine
 PRSAOTE
 This option allows the supervisor to edit an OT/CT request which has not yet
 been posted.

PRSA OT LST
 Display OT/CT Requests                          run routine
 TK^PRSAOTL
 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 leave requests for the employee(s) chosen will be displayed. The date,
 number of hours, type of request and the justification for the request are
 listed.

PRSA OT LST-SUP
 Display OT/CT Requests                          run routine
 SUP^PRSAOTL
 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 leave requests for the employee(s) chosen will be displayed. The date,
 number of hours, type of request and the justification for the request are
 listed.

PRSA OT MENU
 T&A OT/Supervisor Menu                          menu
         PRSA SUP CERT
         PRSA SUP REV
         PRSA LV LST-SUP
         PRSA LV BAL-SUP
         PRSA OT LST-SUP
         PRSA TPE ONE-SUP
         PRSA TPE ALL-SUP
         PRSA TK TOUR-DISP-SUP
         PRSA TPD PP-SUP
         PRSA TD LIST
         PRSA ED LST-SUP
         PRSA OT APP
         PRSA SUP UNR
 This option allows the user to perform supervisory T&A functions and approve
 overtime.

PRSA OT PAY
 List OT/CT Requests                             run routine
 PAY^PRSAOTL
 This option will allow payroll to list OT/CT requests.

PRSA OT REQ
 Enter OT/CT Request                             run routine
 PRSAOTR
 This option allows the user to enter a request for an employee to work

overtime or compensatory time. After selecting the employee, the user enters the date the work is to be performed, type of time worked, number of hours to be worked, time and leave unit where the work will be performed, and the justification for making this request.

PRSA PAY ASX
List Supervisors Certified by a T&L   run routine
ASX^PRSATL
This option will list all supervisors who are certified by a particular T&L.

PRSA PAY AUD
Display Complete Request/Pay Period Records  menu
   PRSA PAY AUD-LV
   PRSA PAY AUD-OT
   PRSA PAY AUD-ED
   PRSA PAY AUD-PP
This menu contains options which allow payroll to display all of the fields of Leave, OT/CT, Environmental Differential, and Pay Period records for an employee.

PRSA PAY AUD-ED
Display Environmental Differential Request  run routine
ED^PRSADPA
This option allows payroll to display all of the fields of an Environmental Differential Request.

PRSA PAY AUD-LV
Display Leave Request     run routine
LV^PRSADPA
This option allows payroll to display all of the fields of a leave request.

PRSA PAY AUD-OT
Display OT/CT Request     run routine
OT^PRSADPA
This option allows payroll to display all of the fields of an OT/CT Request.

PRSA PAY AUD-PP
Display Pay Period for Employee   run routine
PP^PRSADPA
This option allows payroll to display all of the fields of a pay period for an employee.

PRSA PAY CLR
Clear Prior Pay Period Exceptions   run routine
PRSATPD
This option allows Payroll to clear exceptions listed in File 458.5.

PRSA PAY DECOMP
Decompose Time     run routine
1^PRS8
The user selects a pay period and an employee. The data on that time card is

checked by a series of computer routines that apply payroll rules and builds
an 8B record that will be sent to the Austin Automation Center (AAC).

The pay period, employee name, social security number, time card "stub
record", and any data values that will be sent to the AAC are displayed.

PRSA PAY EXC
 Pay Period Exceptions                                    run routine
 PRSAPEX
 Displays a list of time card problems or questions for a pay period that
 needs to be resolved. The name of the employee, day and date, and a short
 description of the exception are displayed.

PRSA PAY MENU
 Payroll Main Menu                                        menu
         PRSA PM POST
         PRSA EN EMP
         PRSA PAY EXC
         PRSA PR
         PRSA PE DISP
         PRSA PAY PPE
         PRSA PAY TD-MAN
         PRSA PAY TL-MAN
         PRSD 04 EMPLOYEE INQUIRY MENU
         PRSA PP EMP
         PRSA PAY PPC
         PRSA TL EMP
         PRSA SUP UNR-PAY
         PRSA PAY CLR
         PRSA LV PAY
         PRSA OT PAY
         PRSA PAY AUD
         PRSRFI-PAID SYSTEM REPORTS
 This menu contains options a Payroll Clerk needs to perform Time and
 Attendance related tasks.

PRSA PAY MGR
 Payroll Supervisor Menu                                  menu
         PRSA PP OPEN
         PRSA PT MENU
         PRSA XMIT
         PRSA UNREVIEW LIST
         PRSA TH
         PRSA EDIT
         PRSA TD EDIT
         PRSA PAY MENU
         PRSA TK EMP-HOL
         PRSA PAY ASX
         PRSA TL EDIT
 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 cards.

PRSA PAY PPC
 List/Clear Prior Pay Period Corrections              run routine
 PRSAPPP
 This option allows Payroll to display or list the Prior Pay Period
 Corrections that have been approved by the supervisor. If performed on a
 CRT, the Payroll Clerk can indicate that the entry has been cleared and that
 appropriate corrective OLDE actions have been taken.

PRSA PAY PPE
 List Prior Pay Period Exceptions              run routine
 PAY^PRSATPG
 Lists any unresolved problems with a prior pay period's time cards.  The
 employee's name, time and leave unit, date of the exception and a short
 message are displayed.

PRSA PAY TD-MAN
 Tour of Duty Management              menu
       PRSA TD DISP
       PRSA TD LIST
 This option is a submenu on the Payroll Main Menu. This submenu allows the
 user to list Tours of Duty and to display information about any Tour of
 Duty.

PRSA PAY TL-MAN
 T&L Management              menu
       PRSA TL DISP
       PRSA TP DAY LIST-PAY
 This option is a submenu on the Payroll Main Menu. This submenu allows the
 user to list Time and Leave Units (T&L) and display information about any
 T&L.

PRSA PE DISP
 Display Employee Pay Period              run routine
 PAY^PRSADP2
 Displays the employee's name, all fourteen dates in the pay period, the
 employee's scheduled tour(s) and any exceptions to the scheduled tour(s).

PRSA PM POST
 Post Miscellaneous Data              run routine
 PRSAPEM
 This option allows Payroll to enter time and attendance related data such as
 Annual Leave Lump Sum values and a T&L change.

PRSA PP EMP
 Create Employee Record for Pay Period              run routine
 PRSAPRE
 This option will allow Payroll to create a time card entry for an employee
 in the TIME AND ATTENDANCE RECORDS file (#458). The employee must exist as
 an entry in the PAID EMPLOYEE file (#450).

PRSA PP OPEN
 Open Next Pay Period                              run routine
 PRSAPPO
 This option allows Payroll to create a new pay period entry in the TIME AND
 ATTENDANCE RECORDS file (#458) and creates a time card entry for each
 employee within that pay period.

PRSA PR
 Return Record to Timekeeper                       run routine
 PRSAPRT
 This option allows Payroll to return a time card to the Timekeeper for
 correction and re-certification.

PRSA PT D1
 Display Special Tour Indicator                    run routine
 STID^PRSAPT1
 This option displays a list of the special tour indicators, the type of time
 associated with each indicator and the indicator's code.

PRSA PT D2
 Display Type of Time Table                        run routine
 TTD^PRSAPT1
 This option displays a list of the various types of time that may be coded
 on a time card. The code, a short description and a long description are
 displayed for each entry.

PRSA PT D3
 Display Time Remarks                              run routine
 TRMD^PRSAPT1
 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.

PRSA PT MENU
 Payroll Table Maintenance                         menu
          PRSA PT D1
          PRSA PT D2
          PRSA PT D3
          PRSA EN TAB
 This option is a submenu on the Payroll Supervisor Menu. The options on this
 submenu allow the user to display Special Tour Indicators, Types of Time,
 Time Remarks and Entitlement Table entries.

PRSA SUP ALERTS
 Supervisor Alerts                                 action
 This action checks to see if there exist any pending PAID actions for any
 T&L's for which the user is a supervisor.

PRSA SUP CERT
 Supervisory Approvals                             run routine
 PRSASC

This option displays any actions that need a supervisor's approval such as a change in an employee's Tour of Duty. The supervisor is prompted to approve, disapprove or cancel the request.

PRSA SUP MENU
 T&A Supervisor Menu                                 menu
            PRSA SUP CERT
            PRSA OT LST-SUP
            PRSA LV LST-SUP
            PRSA SUP REV
            PRSA ED LST-SUP
            PRSA TPE ALL-SUP
            PRSA TPE ONE-SUP
            PRSA TD LIST
            PRSA TPD PP-SUP
            PRSA TK TOUR-DISP-SUP
            PRSA LV BAL-SUP
            PRSA SUP UNR
            PRSA SUP PPE
            PRSRSU-PAID SYSTEM REPORTS
This is the Time and Leave Unit (T&L) supervisor's menu. The options on this menu allow the user to perform the tasks needed to complete a T&L's time cards.

PRSA SUP PPE
 List Prior Pay Period Exceptions                    run routine
 SUP^PRSATPG
 This option will allow a supervisor to list all exceptions from prior pay periods for a T&L of which the person is a supervisor.

PRSA SUP REV
 Pay Period Certification                            run routine
 PRSASR
 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 time and leave unit the supervisor is responsible for certifying.

PRSA SUP UNR
 List Un-Certified Employees                         run routine
 SUP^PRSASU
 This option will list all employees of a selected T&L Unit which have not been certified (released to Payroll). For Day numbers less than 6, it will default to the last Pay Period.  Otherwise, it is the current Pay Period.

PRSA SUP UNR-PAY
 List Un-Certified Employees                         run routine
 PAY^PRSASU
 This option will list all employees of a selected T&L Unit which have not been certified (released to Payroll). For Day numbers less than 6, it will default to the last Pay Period.  Otherwise, it is the current Pay Period.

PRSA SUP UNR-TK
 List Un-Certified Employees                     run routine
 TK^PRSASU
 This option will list all employees of a selected T&L Unit which have not
 been certified (released to Payroll). For Day numbers less than 6, it will
 default to the last Pay Period.  Otherwise, it is the current Pay Period.


PRSA T&L DECOMP REPORT
 T&L Decomposition Report                     run routine
 PRS8TL
 Allows the user to select one or more Time and Leave Units (T&Ls) for a pay
 period and to decompose (create an 8B record) or merely list the time card
 status.


PRSA TD DISP
 Display Tour of Duty                         run routine
 DISP^PRSATD1
 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 time and leave units, and the start/stop times
 for each segment of the tour.


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


PRSA TD EDIT
 Enter/Edit Tour of Duty                      run routine
 EDIT^PRSATD1
 This option allows the user to create a new tour or to select an existing
 tour. The user may enter the data for the new tour or edit the data on the
 existing tour.


 The user will be asked for the tour description, length of meal time,
 whether the meal time is subject to premium pay, whether the tour spans two
 calendar days, whether the tour is available to all time and leave units and
 the start/stop times for each segment of the tour.


PRSA TD LIST
 List Tours by T&L                            run routine
 PRSATD2
 The user is prompted to select a particular Time and Leave Unit (T&L) or ALL
 Time and Leave 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, start/stop times, 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.


PRSA TH

Transmission History                          run routine
PRSATH
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.

PRSA TK EMP-HOL
Set Holiday Benefit Day                        run routine
PRSAPEH
This option allows the Timekeeper to select an open posting date and mark
that date as a Holiday Benefit day so that HX and/or HW can be posted. It is
designed for use only in those cases where the automatic determination of
the holiday has selected an incorrect date or for those cases where a
part-time worker is unable to work because of a Holiday.

PRSA TK MEN-EMP
Employee Data                                menu
        PRSA TPD
        PRSA TPD PP
        PRSA TK TOUR-DISP
        PRSA TK TOUR-EDIT
        PRSA LV BAL-TK
This option is a submenu. It allows a Timekeeper to display posted time card
data on an employee, enter/edit an employee's Tour of Duty and display an
employee's leave balances.

PRSA TK MENU
TimeKeeper Main Menu                          menu
        PRSA OT REQ
        PRSA TK POST
        PRSA OT CAN
        PRSA OT LST
        PRSA LV LST
        PRSA TPE ALL
        PRSA TPE ONE
        PRSA TP MENU
        PRSA TD LIST
        PRSA ED/VCS
        PRSA TP DAY LIST
        PRSA TPE PPE
        PRSA TK MEN-EMP
        PRSA SUP UNR-TK
        PRSA OT EDIT
This is the Timekeeper's menu. The options on this menu allow the user to
post time and attendance data for Time and Leave Unit (T&L).

PRSA TK POST
Post Employee Time                            run routine
PRSATP

This option allows the Timekeeper to post time card data on employees.  The
Timekeeper is prompted for a date and whether or not to post the employees
time cards in alphabetical order.


PRSA TK TOUR-DISP
Display Employee Tour of Duty                              run routine
TK^PRSATE2
This option allows the user to display the Tour(s) of Duty for an employee
for this pay period, the last one, or the next.  The supervisor may choose
to see a brief or detailed display.


PRSA TK TOUR-DISP-SUP
Display Employee Tour of Duty                              run routine
SUP^PRSATE2
This option allows the user to display the Tour(s) of Duty for an employee
for this pay period, the last one, or the next.  The supervisor may choose
to see a brief or detailed display.


PRSA TK TOUR-EDIT
Enter/Edit Employee Tour of Duty                           run routine
PRSATE
This option allows the user to enter or edit a Tour of Duty for an employee
for this pay period, the last one, or the next.


PRSA TL DISP
Display T&L Unit                                           run routine
DISP^PRSATL
The user is prompted to select an existing time and leave unit. The
following data associated with the time and leave unit is displayed: name,
station number, Service/Section, whether the time and leave unit has
Saturday and Sunday premium pay, the timekeeper(s), supervisor(s), and the
overtime/compensatory time approver(s).

This option will display the data associated with the time and leave unit.
The user may not edit the data with this option.


PRSA TL EDIT
Enter/Edit T&L Unit                                        run routine
EDIT^PRSATL
The user may create a new time and leave unit entry or edit an existing
entry. The user will be prompted to enter the three character code for the
time and leave unit, name, station number, Service/Section, whether the time
and leave unit is entitled to Saturday and Sunday premium pay, the
timekeeper(s), supervisor(s), and overtime/compensatory time approver(s). If
the time and leave unit has standby tours associated with it, then a value
should be entered for when the sleep time period will begin.


PRSA TL EMP
Change Employee T&L Unit                                   run routine
EMP^PRSATL
This option allows Payroll to change the T&L Unit of an employee in File

450. Change will be reflected in stub record of next pay transmission to Austin.

PRSA TP DAY LIST
Daily T&L List                              run routine
TK^PRSATPL
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.

PRSA TP DAY LIST-PAY
Daily T&L List                              run routine
PAY^PRSATPL
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.

PRSA TP ENVIR. DIFF.
Environmental Differential                  run routine
PRSAEDR
This option allows the user to make changes to posted environmental differential time card data on an employee's time card for a prior pay period (a corrected time card).

PRSA TP MENU
Prior Pay Period Adjustments                menu
        PRSA TP ENVIR. DIFF.
        PRSA TP VCS
        PRSA TP POST
This option is a submenu. It allows the user to post time card changes for a prior pay period.

PRSA TP POST
Posting/Tour Change                         run routine
PRSATPP
This option allows changes to be made to an employee's posted time card data or Tour of Duty for a prior pay period (a corrected time card).

PRSA TP VCS
VCS Commission Sales                        run routine
PRP^PRSATVC
This option allows changes to be made to an employee's posted Veteran Canteen Service commission sales data from a prior pay period (a corrected time card).

PRSA TPD
Display Posted Data                         run routine
TK^PRSADP
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.

PRSA TPD PP
 Display Employee Pay Period                          run routine
 TK^PRSADP2
 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.

PRSA TPD PP-EMP
 Display Pay Period                                   run routine
 EMP^PRSADP2
 Option for an employee to display data of one of their own Pay Periods.

PRSA TPD PP-SUP
 Display Employee Pay Period                          run routine
 SUP^PRSADP2
 Supervisor option to display pay Period data for an employee.

PRSA TPE ALL
 Display Pay Period Exceptions                        run routine
 TK1^PRSATPX
 This option allows the user to list any time card problems for a selected
 pay period. The name of the employee, date of the exception, and a short
 message are displayed for the first day of the pay period to the posting
 date chosen.

PRSA TPE ALL-SUP
 Display Pay Period Exceptions                        run routine
 SUP1^PRSATPX
 This option allows the user to list any time card problems for a selected
 pay period. The name of the employee, date of the exception, and a short
 message are displayed for the first day of the pay period to the posting
 date chosen.

PRSA TPE ONE
 List Daily Exceptions                                run routine
 TK0^PRSATPX
 This option allows the user to list any time card problems for a date
 selected. The name of the employee and a short message are displayed.

PRSA TPE ONE-SUP
 List Daily Exceptions                                run routine
 SUP0^PRSATPX
 This option allows the supervisor to list any time card problems for a date
 selected. The name of the employee and a short message are displayed.

PRSA TPE PPE
 List Prior Pay Period Exceptions                     run routine
 TK^PRSATPG
 This option lists all time card exceptions for the previous pay period.

PRSA UNREVIEW LIST
 Un-Transmitted Employees (All T&Ls)               run routine
 PRSARPT2
 This option displays the name, T&L unit and status of all employees who had
 no data entered by a Timekeeper or have not been certified or reviewed by
 Payroll.

PRSA VC POST
 Post VCS Commission Sales                     run routine
 PRSATVC
 This option allows the user to enter the dollar and cents amounts of
 commission sales for Veteran Canteen Service pieceworkers.

PRSA XMIT
 Transmit 8B Data to Austin                   run routine
 PRSAXMIT
 This option will transmit all 8B records that have been reviewed by Payroll
 to the Austin Automation Center.

PRSD
 Download Employee Data                     server
 PRSDSERV
 This server option receives employee master records and accounting data from
 the Austin Automation Center and stores that data into the PAID EMPLOYEE
 file (#450) and/or the PAID PAYRUN DATA file (#459).

PRSD 04 EMPLOYEE INQUIRY
 Employee Inquiry                        run routine
 EN2^PRSDV450
 This option will allow designated Fiscal Service users to view PAID EMPLOYEE
 file data.

PRSD 04 EMPLOYEE INQUIRY MENU
 Employee Inquiry Menu                      menu
        PRSD 04 PRINT EMPLOYEE FILES
        PRSD 04 SEARCH EMPLOYEE FILES
        PRSD 04 EMPLOYEE INQUIRY
        PRSD 04 PAYRUN DATA INQUIRY
        PRSD UPDATE PAID CODES
 This option will allow the Fiscal user to access a menu of employee inquiry
 options.

PRSD 04 PAYRUN DATA INQUIRY
 Payrun Data Inquiry                      run routine
 PRSDV459
 This option will allow designated Fiscal Service users to view the PAID
 PAYRUN DATA (#459) file.

PRSD 04 PRINT EMPLOYEE FILES
 Print Employee Entries                     run routine
 PRNT04^PRSDPRNT

This option will allow the Fiscal user to invoke the FileMan PRINT FILE
ENTRIES option for the PAID EMPLOYEE (#450) and PAID PAYRUN DATA (#459)
files.

PRSD 04 SEARCH EMPLOYEE FILES
 Search Employee Entries                         run routine
 SRCH04^PRSDPRNT
 This option will allow the Fiscal user to invoke the FileMan SEARCH FILE
 ENTRIES option for the PAID EMPLOYEE (#450) and PAID PAYRUN DATA (#459)
 files.

PRSD 05 AD HOC REPORTS
 Ad Hoc Report Generator                          run routine
 PRSDAH
 This option will allow the HRM user to generate four Ad Hoc reports: 1)
 Basic Employee fields, 2) Title 38 Employee fields, 3) Physician & Dentist
 Fields and 4) Followup Codes.

PRSD 05 CCORG EDIT
 Enter/Edit Cost Center/Organization file            edit
 This option allows the user to enter/edit the data in the PAID COST
 CENTER/ORGANIZATION file (#454.1).

PRSD 05 EMPLOYEE INQUIRY
 Employee Inquiry                             run routine
 EN1^PRSDV450
 This option will allow designated Personnel Service employees to view
 designated PAID EMPLOYEE (#450) file data.

PRSD 05 EMPLOYEE INQUIRY MENU
 Employee Inquiry/Reports Menu                     menu
        PRSD 05 PRINT EMPLOYEE FILE
        PRSD 05 SEARCH EMPLOYEE FILE
        PRSD 05 EMPLOYEE INQUIRY
        PRSD UPDATE PAID CODES
        PRSD 05 CCORG EDIT
        PRSD COMPILE STRENGTH REPORT
        PRSD PRINT STRENGTH REPORT
        PRSD 05 AD HOC REPORTS
 This option will allow the Personnel user to access a menu of employee
 inquiry options.

PRSD 05 PRINT EMPLOYEE FILE
 Print Employee Entries                          run routine
 PRNT05^PRSDPRNT
 This option will allow the Personnel user to invoke the FileMan PRINT FILE
 ENTRIES option for the PAID EMPLOYEE (#450) file.

PRSD 05 SEARCH EMPLOYEE FILE
 Search Employee Entries                         run routine
 SRCH05^PRSDPRNT

This option will allow the Personnel user to invoke the FileMan SEARCH FILE
ENTRIES option for the PAID EMPLOYEE (#450) file.


PRSD COMPILE STRENGTH REPORT
 Compile/Print Strength Report                    run routine
 PRSDSRC
 This option will compile the strength report statistics, store them in the
 PAID COST CENTER/ORGANIZATION file and allow the user to print the strength
 report.


PRSD PRINT STRENGTH REPORT
 Print Strength Report                     run routine
 PRSDSRP
 This option will print a Strength Report as of the last compilation.


PRSD PROCESS PRS (STARTUP)
 Process Unprocessed Download Data                 run routine
 PROC^PRSDPROC
 This option will process any leftover download data in the PRS global.  This
  option will automatically run at system startup.


PRSD SERVICE RECORD SCREEN
 Service Record Screen                     run routine
 PRSDSRS
 This option displays an employee's Service Record Card information.


PRSD UPDATE PAID CODES
 Update PAID Codes                      run routine
 ENT^PRSDFIL
 This option will allow the user to enter, edit or delete PAID codes and
 their descriptions from the PAID CODE FILES (#454).


PRSE-ACC
 Accrediting Organization                   run routine
 EN5^PRSEED4
 This option allows the user to enter or edit information in the Class
 Accreditation Organizations file (#452.9).


PRSE-ATTEND
 Enter/Edit Class Attendance                  run routine
 EN1^PRSEED8
 This option allows entry of class attendance in the PRSE Student Education
 Tracking file (#452).  This option documents attendance of participants in
 current and past classes entered in the Program/Class file (#452.1),


PRSE-ATTENDANCE
 Attendance Menu                      menu
        PRSE-ATTEND
        PRSE-NCEATTEND
        PRSE-EE-EMP
        PRSE-I-EMP

PRSE-MI-MULT

This menu contians options used to document attendance at past or present classes.  Information is stored in the PRSE Student Education Tracking file (#452).

PRSE-C.E.
 Enter/Edit Local Continuing Education                 run routine
 EN4^PRSEED0
 This option allows the creating and editing of continuing education classes presented at the medical center.

PRSE-CLAS
 Class File Edit                                       run routine
 EN1^PRSEED4
 This option allows editing of classes in the PRSE Program/Class file (#452.1).

PRSE-CLS-REG
 Class Registration Enter/Delete                       run routine
 EN1^PRSEED6
 This option allows an individual to register students for a class.

PRSE-CORD
 Package Coordinator Menu                              menu
        PRSE-SITE
        PRSE-PRT
        PRSE-CLS-REG
        PRSE-ATTENDANCE
        PRSE-EE-CLAS-INFO
 This menu contains options assigned to the Package Coordinator which prompt the user to setup classes, register students, take class attendance, and print various reports.

PRSE-DEMP
 Service Mandatory Training (MI) Deficiency Report        run routine
 EN1^PRSEPMD5
 This option allows the user to print a report of all the programs or classes missed by an employee for a calendar year, a fiscal year, or selective dates.

PRSE-EE-CLAS-INFO
 Enter/Edit Class Information                          menu
        PRSE-M.I.
        PRSE-MIEX
        PRSE-C.E.
        PRSE-O.I.
        PRSE-W.I.
 This option allows the user to create and edit different types of classes (e.g., mandatory training, continuing education, miscellaneous inservices, and unit/location inservices) for registration and attendance.  Entries are stored in the PRSE Program/Class file (#452.1), and the PRSE Education

Registration file (#452.8).

PRSE-EE-EMP
 Modify Past Class Information                     run routine
 EN1^PRSEDEL1
 This option allows a user to edit or delete all records in the Student
 Education Tracking file (#452) for a specific class of a given date/time.
 There are four pieces of data (i.e., Training Class, Program/Class Supplier,
 Training Type, and Length) changes allowed and the system will automatically
 update all student records that are associated with this class.

PRSE-EE-SVC
 Service Reason                                run routine
 EN6^PRSEED4
 This option allows the user to edit the PRSE Svc Reasons for Training file
 (#452.6).

PRSE-EMP
 Service Training Report                       run routine
 EN1^PRSEEMP
 This option allows the user to print service reports on programs or classes
 attended by employees.  The reports can be printed by calendar year, fiscal
 year, or selective dates.

PRSE-EMP-MI
 Assign/Delete Training Groups for Staff/Services       run routine
 EN1^PRSEED13
 This option allows assigning of employees or services to one or more
 mandatory training (MI) groups, or individually required classes.

PRSE-FL-SITE
 Enter/Edit Tracking Parameter File                run routine
 EN7^PRSEED4
  This option allows the user to enter or edit data in the PRSE Parameter
 file.

PRSE-I-EMP
 Quick Attendance Update of Past/Purged Classes         run routine
 EN1^PRSEED1
 This option allows the user to create and edit an employee record when past
 classes were purged from the PRSE Program/Class file (#452.1).

PRSE-IND-CLS
 Individual Training Report                     run routine
 EN1^PRSEEMP1
 This option allows an individual to view and print his/her own educational
 record of attended courses.

PRSE-IND-DEMP
 Individual Mandatory Training (MI) Deficiency          run routine
 EN1^PRSEPMD4

This option allows the user to review and print required classes not attended by the employee.  Courses not attended as required are designated as deficiencies.

PRSE-IND-REG
 Self Registration Enter/Edit                    run routine
 EN1^PRSEED5
 This option allows an employee to self register into a class of their choice.

PRSE-INS-MENU
 Education Tracking Instructor Menu                menu
          PRSE-CLS-REG
          PRSE-ATTENDANCE
          PRSE-PRT
          PRSE-EE-CLAS-INFO
 This is the main menu for Education Tracking Package instructors.

PRSE-IRM
 IRM Menu                                  menu
          PRSE-STU-PURG
          PRSE-FL-SITE
 This menu contains the package site parameter option and a purge option for the PRSE Student Education Tracking file (#452).

PRSE-M.I.
 Enter/Edit Mandatory Training (MI/Brief)           run routine
 EN3^PRSEED0
 This option allows editing of a mandatory inservice program/class which does not contain information required for OLDE reporting requirements.

PRSE-MAN
 Create Mandatory Training (MI) Groups             run routine
 EN3^PRSEED4
 This option allows creating or editing of the PRSE Mandatory Training (MI) Class Group file (#452.3).

PRSE-MI-LIST
 Employee Mandatory Training Group/Class Report       run routine
 EN1^PRSEPMC
 This report 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).

PRSE-MI-MULT
 Quick Mandatory Training (MI) Update             run routine
 EN1^PRSEED14
 This option allows an easy way to enter data for multiple Mandatory Training (MI) classes and multiple employees who attended those classes.

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PRSE-MIEX
 Enter/Edit Mandatory Training (MI/Expanded)           run routine
 EN2^PRSEED0
 This option allows the creation and editing of a mandatory training
 program/class which contains information to complete OLDE reporting
 requirements.

PRSE-NCEATTEND
 Create Non-Local CE and Enter Attendance           run routine
 EN1^PRSEED10
 This option allows the user to create and edit continuing education class
 information for courses not presented at the medical facility.  Attendance
 for theses classes is entered through this option along with the cost and
 leave information.

PRSE-O.I.
 Enter/Edit Other/Miscellaneous Training           run routine
 EN6^PRSEED0
 This option allows the user to create and edit miscellaneous training
 programs/classes which are not categorized as required classes, continuing
 education, or location specific classes.

PRSE-OLDE
 OLDE Training Coding Report                 run routine
 EN1^PRSEPOL0
 This option prints a report of class information in OLDE coding order.  The
 report may be printed for all or selected employees in a specific service or
 the entire facility.  A date range is also prompted for.  The report is
 sorted by social security number.

PRSE-P-CAL
 Class Registration Calendar Report           run routine
 EN1^PRSECAL
 This option prints a listing of present and future classes by date or class
 title.

PRSE-P-RSTR
 Class Registration Roster Report             run routine
 EN1^PRSERSTR
 This option prints a roster of students registered for a class session by
 service, title, employee, and social security number.

PRSE-PRT
 Reports Menu                           menu
        PRSE-EMP
        PRSE-P-RSTR
        PRSE-P-CAL
        PRSE-DEMP
        PRSE-MI-LIST
        PRSE-OLDE
        PRSE-IND-CLS

        PRSE-IND-DEMP
This menu allows the user to print class reports.


PRSE-SITE
 Package Set-up Menu                             menu
        PRSE-ACC
        PRSE-EMP-MI
        PRSE-CLAS
        PRSE-MAN
        PRSE-SOR
        PRSE-SUP
        PRSE-EE-SVC
 This menu allows the user to enter or edit data in the software's site
 files.


PRSE-SOR
 Presentation Media                        run routine
 EN4^PRSEED4
 This option allows the user to enter or edit information in the PRSE
 Education Presentation Media file (#452.5).


PRSE-STU-PURG
 Purge Student Tracking File                run routine
 EN1^PRSEDEL
 This option purges data from the PRSE Student Education Tracking file (#452)
 for dates specified by the user.


PRSE-SUP
 Presenter/Supplier                          run routine
 EN2^PRSEED4
 This option allows the user to enter or edit information in the PRSE
 Education Program/Class Supplier file (#452.2).


PRSE-SYS-MGR
 Education Tracking System Menu              menu
        PRSE-CORD
        PRSE-IRM
        PRSE-INS-MENU
 This is the main menu for the Employee Education Tracking Module.  All
 options can be accessed through this menu.


PRSE-W.I.
 Enter/Edit Ward/Unit-Location Training         run routine
 EN5^PRSEED0
 This option allows the user to create and edit training programs/classes
 associated with a specific medical facility location.


PRSR-SYSTEM-PAID REPORTS
 Paid Resource Management Reports            menu
        PRSRFI-PAID SYSTEM REPORTS
        PRSRSU-PAID SYSTEM REPORTS

PRSREM-LEV-USED
This is the main menu for all Paid Resource Management Reports.


PRSREM-LEV-USED
 Display Leave Used                              run routine
 EMP^PRSRL1
 This option displays the leave used by an employee for a given date range.


PRSRFI-EXP
 Expenditures                              run routine
 FIS^PRSREX1
 This report prints expenditures for one or more T&L(s), for one or all pay
 periods during a choosen year.  Sub-totals and Totals are also printed.


PRSRFI-LEV-USED
 Employee Leave Used                              run routine
 FIS^PRSRL1
 This report prints all leave used by one or all employee(s) over a selected
 date range.


PRSRFI-OT/CT
 Employee Overtime/CompTime Report                 run routine
 FIS^PRSROT1
 This report prints the overtime and compensation time for one or more
 T&L(s), for one or all employee(s), for one or all pay periods.


PRSRFI-PAID SYSTEM REPORTS
 Employee Reports                     menu
        PRSRFI-EXP
        PRSRFI-LEV-USED
        PRSRFI-OT/CT
        PRSRFI-PPA-RPT
        PRSRFI-T&L-RPT
 This is the main menu for displaying or printing the Paid Resource Management Reports.


PRSRFI-PPA-RPT
 Employee Prior Pay Period Adjustments                 run routine
 FIS^PRSRAU1
 This report prints the employee leave audit(s) for one or more T&L(s) over a
 selected date range.


PRSRFI-T&L-RPT
 Paid T&L Report                              run routine
 FIS^PRSRTLPR
 This option prints a T&L report for one (1) T&L or all T&L(s).


PRSRSU-EXP
 Expenditures                              run routine
 SUP^PRSREX1
 This report prints expenditures for one (1) or all T&L(s) assigned to the
 user, for one (1) or all pay periods for a chosen year. Sub-totals and

totals are also printed.

PRSRSU-LEV-MENU
 Employee Leave Reports                          menu
        PRSRSU-LEV-USED
        PRSRSU-LEV-REQ
        PRSRSU-LEV-PATR
 This is the main menu for employee leave reports.

PRSRSU-LEV-PATR
 Employee Leave Pattern                      run routine
 SUP^PRSRL4
 This report prints leave used by an employee showing a pattern over a
 selected date range.

PRSRSU-LEV-REQ
 Employee Leave Requested                      run routine
 SUP^PRSRL2
 This report prints all leave requested by one (1) or all employees under a
 users T&L(s) over a selected date range.

PRSRSU-LEV-USED
 Employee Leave Used                          run routine
 SUP^PRSRL1
 This report prints all leave used by one (1) or all employee(s) under a
 users T&L over a selected date range.

PRSRSU-OT/CT
 Employee Overtime/CompTime Report                run routine
 SUP^PRSROT1
 This report prints the overtime and compensation time that an employee(s)
 has taken over one pay period or all pay periods during a calendar year.
 The employees T&L must be assigned to the user.

PRSRSU-PAID SYSTEM REPORTS
 Paid Employee Reports (Sup)                  menu
        PRSRSU-PPA-RPT
        PRSRSU-EXP
        PRSRSU-LEV-MENU
        PRSRSU-OT/CT
 This is the main option for displaying or printing the Paid Resource
 Management Reports.

PRSRSU-PPA-RPT
 Employee Prior Pay Period Adjustments                run routine
 SUP^PRSRAU1
 This report prints the employee leave audit(s) for one or more T&L(s) over a
 selected date range.

**Options Not Assigned to Any Menu**

Process Unprocessed Download Data [PRSD PROCESS PRS (STARTUP)]
    This option will process any leftover master record download data in the PRS
    global and will automatically run at system startup time.

Download Employee Data [PRSD]
    This server option receives employee master record from the AAC and stores
    that data into the PAID EMPLOYEE (#450) and/or PAID PAYRUN DATA
    (#459) file.

Supervisor Alerts [PRSA SUP ALERTS]
    This option is invoked by the sign-on security package and will display any
    requests requiring certification, in the case of supervisors, or any OT/CT
    requests or prior pay period adjustments requiring approval in the case of
    Approvers.

Decompose Time [PRSA PAY DECOMP]
    This option allows the user to select a pay period and an employee. The data
    on that time and attendance report is checked by a series of computer
    routines that applies Payroll rules and builds an 8B record that will be sent
    to the Austin Automation Center (AAC). The pay period, employee's name,
    social security number, time and attendance "stub record", and any data
    values that will be sent to the AAC are displayed.

T&L Decomposition Report [PRSA T&L DECOMP REPORT]
    This option allows the user to select one or more Time and Leave Units
    (T&Ls) for a pay period and to decompose (create an 8B record) or merely list
    the time and attendance status.

# Cross References

| FILE | FIELD | X-REF | DESCRIPTION |
|------|-------|-------|-------------|
| 450 | SSN | AC | Maintains pointers in both 200 and 450 files based on SSN. |
| 450 | COST CENTER/ ORGANIZATION | ACC | The COST CENTER/ORGANIZ-ATION value.  Set for current employees only. |
| 450 | EMPLOYEE NAME | ATL1 | By T&L UNIT and by EMPLOYEE NAME within T&L UNIT with the letters ATL concatenated to the T&L value (e.g., ATL001).  The ATL1 and ATL cross references create a single (ATL) cross reference.  If either field value is changed, the ATL cross reference will be updated. |
| 450 | EMPLOYEE NAME | BS1 | First letter of EMPLOYEE NAME concatenated with the last four digits of SSN.  The BS and BS1 cross references create a single (BS) cross reference.  If either field value is changed, the BS cross reference will be updated. |
| 450 | T&L UNIT | ATL | By T&L UNIT and by EMPLOYEE NAME within T&L UNIT. |
| 450 | SSN | BS | First letter of EMPLOYEE NAME concatenated with the last four digits of SSN. |
| 450 | SSN | SSN | Employee's Social Security Number (without dashes). |
| 450 | MANDATORY CLASS | AMC | This is used by Education Tracking to find all individuals with a given MANDATORY CLASS. |
| 450 | MI REVIEW GROUP | ARG | This is used by Education Tracking to find all individuals with a given MI REVIEW GROUP. |

| 450 | OLD 450 IEN | OLDIEN | OLD 450 IEN field. The value of OLD 450 IEN is the Internal Entry Number prior to dinuming the 450 File to File 200. |
|-----|-------------|--------|----------------------------------------------------------------------------------------------------------------------|
| 450.12 | TYPE | C | PAID Download Type-Date-Station Number-Sequence Number. |
| 452 | STUDENT NAME | AB | Indicates the latest time/date a particular type of inservice class was taken. It includes the class type, the class, the #200 File pointer for the employee, and the inverse start date for the class. |
| 452 | PROGRAM/ CLASS TITLE | AC | Indicates the latest time/date a particular type of inservice class was taken. It includes the class type, the class, the #200 File pointer for the employee, and the inverse start date for the class. |
| 452 | BEGINNING DATE | AD | Indicates the latest time/date a particular type of inservice class was taken. It includes the class type, the class, the #200 File pointer for the employee, and the inverse start date for the class. |
| 452 | STUDENT NAME | AE | Indexes continuing education classes by type (local/non-local). |
| 452 | PROGRAM/ CLASS TITLE | AF | Indexes Student Tracking File entries by each class/date occurrence. |
| 452 | PROGRAM/ CLASS TITLE | AK | This is used to look up each class which has been entered in the Education Tracking File. |
| 452 | BEGINNING DATE | AL | Indexes Student Tracking File entries by class/date occurrence. |
| 452 | PROGRAM/ CLASS TITLE | CLS | This is an inverted date MUMPS cross reference by class/date. |
| 452 | BEGINNING DATE | D | This is an inverted date MUMPS cross reference by class/date. |

| | | | |
|---|---|---|---|
| 452 | PROGRAM/<br>CLASS TITLE | D1 | This is an inverted date MUMPS cross reference by class/date. |
| 452 | PROGRAM/<br>CLASS TITLE | E | Indicates the latest time/date a particular type of inservice class was taken. It includes the class type, the class, the #200 File pointer for the employee, and the inverse start date for the class. |
| 452 | BEGINNING<br>DATE | H | Indexes Student Tracking File entries by beginning date. |
| 452 | LOCAL NON-<br>LOCAL | LOC1 | Indexes continuing education classes by type (local-non/local) employee, and internal entry number. |
| 452 | TYPE OF<br>EDUCATION | F | Indicates the latest time/date a particular type of inservice class was taken. It includes the class type, the class, the #200 File pointer for the employee, and the inverse start date for the class. |
| 452 | TYPE OF<br>EDUCATION | LOC2 | Indexes continuing education classes by type (local-non/local) employee, and internal entry number. |
| 452 | SERVICE/<br>SECTION/<br>LOCATION | SER | Indexes Student Tracking File entries by employee service. |
| 452.1 | TYPE OF<br>EDUCATION | C | Used to sort/lookup inservice class types. |
| 452.1 | SERVICE | TRIG-<br>GER | This trigger updates the sponsoring service field in the PRSE Education Registration File (452.8). |
| 452.3 | MANDATORY<br>CLASSES | C | Indexes mandatory training group entries by group/class name. |
| 452.3 | SERVICE | D | By service; contains a pointer value for File 454.1. |
| 452.4 | PAID CODE | CODE | Index of Program Category File entries by PAID code. |
| 452.4 | SERVICE | SER | Pointer to Service File (49). |

| 452.51 | PAID CODE | CODE | Indexes file entries by PAID code. |
|---|---|---|---|
| 452.8 | CLASS NAME | AA01 | Indexes file entries by service/class. |
| 452.8 | SPONSORING SERVICE/ SECTION | AA27 | Indexes file entries by service/class. |
| 452.889 | START DATE/ TIME OF CLASS | C | MUMPS inverted time/date X-Ref placing latest date first. |
| 455.5 | OT/CT APPROVER | AA | By user of all T&L Units for which the user is an Overtime/Comp Time approver. |
| 455.5 | SUPERVISOR | AS | By user of all T&L Units of which the user is a supervisor. |
| 455.5 | T&L WHICH CERTIFIES SUPERVISOR | ASX | The T&L Unit which certifies a supervisor's time and attendance report. |
| 455.5 | TIMEKEEPER | AT | By user of all T&L Units for which this user is a timekeeper. |
| 457.1 | DESCRIPTION | C | Free text description of the tour of duty. |
| 457.2 | NAME | AC | A form of a trigger and forces the internal number of the entry into the CODE field as data. |
| 457.2 | UPPERCASE NAME | C | The NAME field value of the entry spelled out in uppercase letters. Triggered by the NAME field. |
| 457.2 | CODE | D | The internal number of the entry. |
| 457.4 | CODE | C | The internal number of the entry. |
| 457.4 | UPPERCASE NAME | D | The DESCRIPTION field value of the entry spelled out in uppercase letters. Triggered by the DESCRIPTION field. |
| 457.5 | CODE | AC | The first 3 to 4 characters of a pay entitlement character string. |

| 458 | DATE 1 | AD1 | This allows a program to determine the pay period day number by looking up a specific date in the AD cross-reference. |
|---|---|---|---|
| 458 | DATE 2 | AD2 | This allows a program to determine the pay period day number by looking up a specific date in the AD cross-reference. |
| 458 | DATE 3 | AD3 | This allows a program to determine the pay period day number by looking up a specific date in the AD cross-reference. |
| 458 | DATE 4 | AD4 | This allows a program to determine the pay period day number by looking up a specific date in the AD cross-reference. |
| 458 | DATE 5 | AD5 | This allows a program to determine the pay period day number by looking up a specific date in the AD cross-reference. |
| 458 | DATE 6 | AD6 | This allows a program to determine the pay period day number by looking up a specific date in the AD cross-reference. |
| 458 | DATE 7 | AD7 | This allows a program to determine the pay period day number by looking up a specific date in the AD cross-reference. |
| 458 | DATE 8 | AD8 | This allows a program to determine the pay period day number by looking up a specific date in the AD cross-reference. |
| 458 | DATE 9 | AD9 | This allows a program to determine the pay period day number by looking up a specific date in the AD cross-reference. |
| 458 | DATE 10 | AD10 | This allows a program to determine the pay period day number by looking up a specific date in the AD cross-reference. |

| 458 | DATE 11 | AD11 | This allows a program to determine the pay period day number by looking up a specific date in the AD cross-reference. |
|-----|---------|------|---------------------------------------------------------------------------------------------------------------------|
| 458 | DATE 12 | AD12 | This allows a program to determine the pay period day number by looking up a specific date in the AD cross-reference. |
| 458 | DATE 13 | AD13 | This allows a program to determine the pay period day number by looking up a specific date in the AD cross-reference. |
| 458 | DATE 14 | AD14 | This allows a program to determine the pay period day number by looking up a specific date in the AD cross-reference. |
| 458 | PRIOR SCHEDULED TOUR | ATC | This is set to indicate to the supervisor that a tour change has occurred and must be approved.  In the special case where a prior tour has yet to be approved (& the cross-reference is already set) and a new change supercedes the prior change, the cross-reference is not set as it has already been set. |
| 458 | STATUS | AX | This sets an AXR for requested correction entries, AXS for supervisor approved entries, and AXA for final approved entries. |
| 458.1 | FROM DATE | AD1 | This uses the inverse of field 4 (the ending date) as a subscript, and this field (the starting date), as data. |
| 458.1 | TO DATE | AD2 | This uses the inverse of this field (the ending date) as a subscript, and field 2 (the starting date) as data. |
| 458.1 | STATUS | AR | Only those entries with a status of R. No other status value is cross-referenced. |
| 458.1 | EMPLOYEE | C | The employee's internal entry number in File 450. |

| 458.2 | REQUESTED WORK DATE | AD | By employee, date and sequence # for the OT/CT request. |
|-------|---------------------|-----|--------------------------------------------------------|
| 458.2 | STATUS | AR | This is a cross-reference of only those entries with a status of R. |
| 458.2 | STATUS | AS | This is a cross-reference of only those entries with a status of S. |
| 458.2 | EMPLOYEE | C | The employee's internal entry number in File 450. |
| 458.3 | FROM DATE | AD | By employee's internal entry number in File 450 and by reverse order of FROM DATE (FileMan format). |
| 458.3 | STATUS | AR | Only those entries with a status of R for requested. |
| 458.3 | EMPLOYEE | C | The employee's internal entry number in File 450. |
| 458.5 | EMPLOYEE | C | The employee's internal entry number in File 450. |
| 459 | PAY DATE | AC | The official pay date for the pay period. |

Cross References

# File Diagram (PRS)

```
Files included:                   450     PAID EMPLOYEE
                                  450.11  PAID DOWNLOAD MESSAGE ERROR
                                  450.12  PAID DOWNLOAD MESSAGE
                                  452     PRSE STUDENT EDUCATION TRACKING
                                  452.1   PRSE PROGRAM/CLASS
                                  452.2   PRSE EDUCATION PROGRAM/CLASS SUPPLIER
                                  452.3   PRSE MANDATORY TRAINING (MI) CLASS GROUP
                                  452.4   PRSE EDUCATION PROGRAM/CLASS CATEGORY
                                  452.5   PRSE EDUCATION PRESENTATION MEDIA
                                  452.51  PRSE EMPLOYEE PURPOSE OF TRAINING
                                  452.6   PRSE SVC REASONS FOR TRAINING
                                  452.7   PRSE PARAMETER
                                  452.8   PRSE EDUCATION REGISTRATION
                                  452.9   PRSE EDUCATION ACCREDITATION ORGANIZATIONS
                                  454     PAID CODE FILES
                                  454.1   PAID COST CENTER/ORGANIZATION
                                  455.1   8B ERROR MESSAGE
                                  455.5   T&L UNIT
                                  457.1   TOUR OF DUTY
                                  457.2   SPECIAL TOUR INDICATOR
                                  457.3   TYPE OF TIME
                                  457.4   TIME REMARKS
                                  457.5   PAY ENTITLEMENT
                                  457.6   ENVIRONMENTAL DIFFERENTIALS
                                  458     TIME & ATTENDANCE RECORDS
                                  458.1   LEAVE REQUESTS
                                  458.2   OT/CT REQUESTS
                                  458.3   ENVIRONMENTAL DIFF. REQUESTS
                                  458.5   PRIOR PP EXCEPTIONS
                                  459     PAID PAYRUN DATA


  FILE (#)                    POINTER          (#) FILE
   POINTER FIELD              TYPE          POINTER FIELD   FILE POINTED TO
--------------------------------------------------------------------------
        L=Laygo    S=File not in set    N=Normal Ref.    C=Xref.
         *=Truncated    m=Multiple          v=Variable Pointer

                                      --------------------
NEW PERSON (#200)                     |                  |
   PAID EMPLOYEE ........  (N S )->    |  450 PAID EMPLOY* |
TIME & ATTENDANCE RE (#458.01)        |                  |
   EMPLOYEE ............  (N )->       |   NEW PERSON     |-> NEW PERSON
LEAVE REQUESTS (#458.1)               |                  |
   EMPLOYEE ............  (N C )->     | m MI REV:MI REV* |-> PRSE MANDATORY *
OT/CT REQUESTS (#458.2)               |                  |
   EMPLOYEE ............  (N C )->     | m MANDAT:MANDAT* |-> PRSE PROGRAM/CL*
ENVIRONMENTAL DIFF. (#458.3)          |                  |
   EMPLOYEE ............  (N C )->     |                  |
PRIOR PP EXCEPTIONS (#458.5)          |                  |
   EMPLOYEE ............  (N C )->     |                  |
PAID PAYRUN DATA (#459.01)            |                  |
   EMPLOYEE:NAME ........  (N )->      |                  |
                                      --------------------
                                      --------------------
                                      |  452 PRSE STUDEN* |
                                      |   STUDENT NAME    |-> NEW PERSON
                                      |   PROGRAM/CLASS * |-> PRSE EDUCATION *
                                      |   PURPOSE OF TRA* |-> PRSE EMPLOYEE P*
                                      |   ACCREDITING OR* |-> PRSE EDUCATION *
                                      | m SVC RE:SVC RE*  |-> PRSE SVC REASON*
                                      --------------------
                                      --------------------
  PAID EMPLOYEE (#450.0633)           |                  |
```

```
    MANDATORY CLASS ......  (N C )->      | 452.1 PRSE PROG* |
PRSE EDUCATION PROGR (#452.25)            |                  |
    PROGRAM/CLASS ........  (N )->        |   SERVICE        |-> PAID COST CENTE*
PRSE MANDATORY TRAIN (#452.31)            |                  |
    M.I. PROG:MANDATORY C*  (N )->        |                  |
PRSE EDUCATION PROGR (#452.42)            |                  |
    PROGRAM/CLASS ........  (N )->        |                  |
PRSE EDUCATION REGIS (#452.8)             |                  |
    CLASS NAME ..........   (N C L)->     |                  |
                                          --------------------
                                          --------------------
                                          | 452.2 PRSE EDUC* |
                                          |   STATE          |-> STATE
                                          |   PROGRA:PROGRA* |-> PRSE PROGRAM/CL*
                                          --------------------
                                          --------------------
PAID EMPLOYEE (#450.0632)                 |                  |
    MI REVIEW GROUP ......  (N C )->      | 452.3 PRSE MAND* |
                                          |   SERVICE        |-> PAID COST CENTE*
                                          | m M.I. P:MANDAT* |-> PRSE PROGRAM/CL*
                                          --------------------
                                          --------------------
PRSE STUDENT EDUCATI (#452)               |                  |
    PROGRAM/CLASS CATEGORY  (N )->        | 452.4 PRSE EDUC* |
PRSE EDUCATION REGIS (#452.8)             |                  |
    CLASS CATEGORY .......  (N )->        |   SERVICE        |-> SERVICE/SECTION
                                          |   USER           |-> NEW PERSON
                                          | m PROGRA:PROGRA* |-> PRSE PROGRAM/CL*
                                          --------------------
                                          --------------------
PRSE EDUCATION REGIS (#452.8)             |                  |
    TYPE OF MEDIA ........  (N )->        | 452.5 PRSE EDUC* |
                                          --------------------
                                          --------------------
PRSE STUDENT EDUCATI (#452)               |                  |
    PURPOSE OF TRAINING ..  (N )->        | 452.51 PRSE EMP* |
PRSE EDUCATION REGIS (#452.8)             |                  |
    PURPOSE OF CLASS .....  (N )->        |                  |
                                          --------------------
                                          --------------------
PRSE STUDENT EDUCATI (#452.033)           |                  |
    SVC REASON ..........   (N C )->      | 452.6 PRSE SVC * |
PRSE EDUCATION REGIS (#452.877)           |                  |
    SERVICE REASON FOR CLA* (N C )->      |                  |
                                          --------------------
                                          --------------------
                                          | 452.8 PRSE EDUC* |
                                          |   CLASS NAME     |-> PRSE PROGRAM/CL*
                                          |   TYPE OF MEDIA  |-> PRSE EDUCATION *
                                          |   SPONSORING SER*|-> PAID COST CENTE*
                                          |   ACCREDITING OR*|-> PRSE EDUCATION *
                                          |   CLASS CATEGORY |-> PRSE EDUCATION *
                                          |   PURPOSE OF CLA*|-> PRSE EMPLOYEE P*
                                          | m SERVIC:SERVIC* |-> PRSE SVC REASON*
                                          | m STAR:STUD:STUD*|-> NEW PERSON
                                          --------------------
                                          --------------------
PRSE STUDENT EDUCATI (#452)               |                  |
    ACCREDITING ORGANIZATI* (N )->        | 452.9 PRSE EDUC* |
PRSE EDUCATION REGIS (#452.8)             |                  |
    ACCREDITING ORGANIZATI* (N )->        |   STATE          |-> STATE
                                          --------------------
                                          --------------------
PRSE PROGRAM/CLASS (#452.1)               |                  |
    SERVICE ..............  (N )->        | 454.1 PAID COST* |
PRSE MANDATORY TRAIN (#452.3)             |                  |
    SERVICE ..............  (N C )->      |                  |
```

```
PRSE EDUCATION REGIS (#452.8)          |                 |
  SPONSORING SERVICE/SEC* (N C )->     |                 |
PAID CODE FILES (#454.94)              |                 |
  COST CENT:DESCRIPTION*  (N )->       |                 |
                                       ---------------------
                                       ---------------------
TOUR OF DUTY (#457.13)                 |                 |
  ASSOCIATED T&L UNIT .. (N )->        | 455.5 T&L UNIT  |
                                       |   SERVICE       |-> SERVICE/SECTION
                                       |   TIMEKE:TIMEKE*|-> NEW PERSON
                                       |   SUPERV:SUPERV*|-> NEW PERSON
                                       |   OT/CT :OT/CT *|-> NEW PERSON
                                       ---------------------
                                       ---------------------
TIME & ATTENDANCE RE (#458.01)         |                 |
  EMPLOYEE:TMP 1 ....... (N )->        | 457.1 TOUR OF D*|
  EMPLOYEE:TMP 2 ....... (N )->        |   SPECIAL CODE-1|-> SPECIAL TOUR IN*
  EMPLOYEE:TMP 3 ....... (N )->        |   SPECIAL CODE-2|-> SPECIAL TOUR IN*
  EMPLOYEE:TMP 4 ....... (N )->        |   SPECIAL CODE-3|-> SPECIAL TOUR IN*
  EMPLOYEE:TMP 5 ....... (N )->        |   SPECIAL CODE-4|-> SPECIAL TOUR IN*
  EMPLOYEE:TMP 6 ....... (N )->        |   SPECIAL CODE-5|-> SPECIAL TOUR IN*
  EMPLOYEE:TMP 7 ....... (N )->        |   SPECIAL CODE-6|-> SPECIAL TOUR IN*
  EMPLOYEE:TMP 8 ....... (N )->        | m ASSOCI:ASSOCI*|-> T&L UNIT
  EMPLOYEE:TMP 9 ....... (N )->        |                 |
  EMPLOYEE:TMP 10 ...... (N )->        |                 |
  EMPLOYEE:TMP 11 ...... (N )->        |                 |
  EMPLOYEE:TMP 12 ...... (N )->        |                 |
  EMPLOYEE:TMP 13 ...... (N )->        |                 |
  EMPLOYEE:TMP 14 ...... (N )->        |                 |
  EMPLO:DAY #:TOUR OF* . (N )->        |                 |
  EMPLO:DAY #:PRIOR S* . (N C )->      |                 |
  EMPLO:DAY #:SECOND * . (N )->        |                 |
                                       ---------------------
                                       ---------------------
TOUR OF DUTY (#457.1)                  |                 |
  SPECIAL CODE-1 ....... (N )->        | 457.2 SPECIAL T*|
  SPECIAL CODE-2 ....... (N )->        |                 |
  SPECIAL CODE-3 ....... (N )->        |                 |
  SPECIAL CODE-4 ....... (N )->        |                 |
  SPECIAL CODE-5 ....... (N )->        |                 |
  SPECIAL CODE-6 ....... (N )->        |                 |
TIME & ATTENDANCE RE (#458.02)         |                 |
  EMPLO:DAY #:TOUR #1* . (N )->        |                 |
  EMPLO:DAY #:TOUR #1* . (N )->        |                 |
  EMPLO:DAY #:TOUR #1* . (N )->        |                 |
  EMPLO:DAY #:TOUR #1* . (N )->        |                 |
  EMPLO:DAY #:TOUR #1* . (N )->        |                 |
  EMPLO:DAY #:TOUR #1* . (N )->        |                 |
  EMPLO:DAY #:TOUR #2* . (N )->        |                 |
  EMPLO:DAY #:TOUR #2* . (N )->        |                 |
  EMPLO:DAY #:TOUR #2* . (N )->        |                 |
  EMPLO:DAY #:TOUR #2* . (N )->        |                 |
  EMPLO:DAY #:TOUR #2* . (N )->        |                 |
  EMPLO:DAY #:TOUR #2* . (N )->        |                 |
                                       ---------------------
                                       ---------------------
TIME & ATTENDANCE RE (#458.02)         |                 |
  EMPLO:DAY #:WRK SPE* . (N )->        | 457.4 TIME REMA*|
  EMPLO:DAY #:WRK SPE* . (N )->        |                 |
  EMPLO:DAY #:WRK SPE* . (N )->        |                 |
  EMPLO:DAY #:WRK SPE* . (N )->        |                 |
  EMPLO:DAY #:WRK SPE* . (N )->        |                 |
  EMPLO:DAY #:WRK SPE* . (N )->        |                 |
  EMPLO:DAY #:WRK SPE* . (N )->        |                 |
                                       ---------------------
                                       ---------------------
TIME & ATTENDANCE RE (#458.01)         |                 |
```
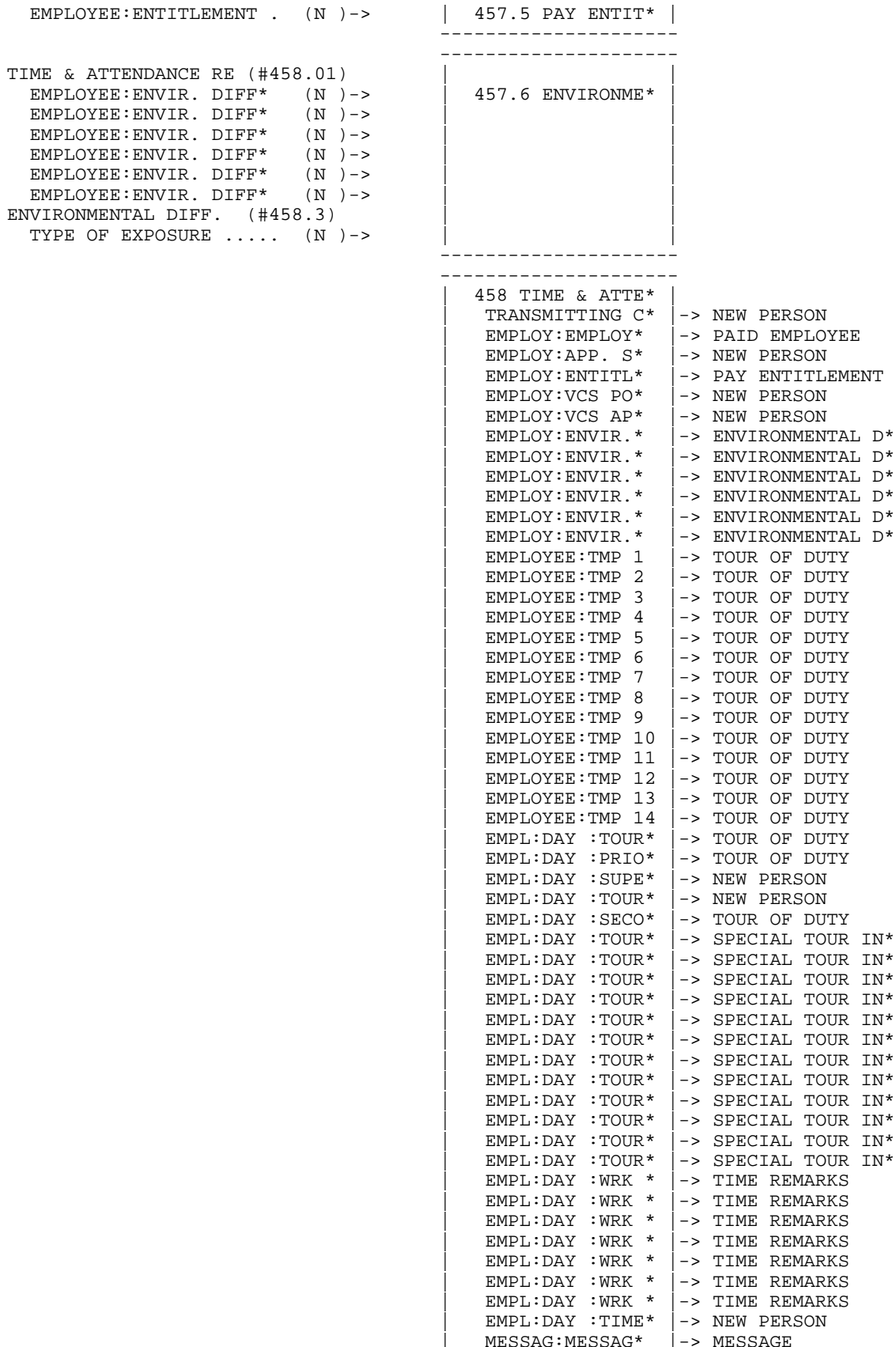
```
     EMPLOYEE:ENTITLEMENT .   (N )->         |  457.5 PAY ENTIT* |
                                             ---------------------
                                             ---------------------
  TIME & ATTENDANCE RE (#458.01)             |                   |
     EMPLOYEE:ENVIR. DIFF*   (N )->          |  457.6 ENVIRONME* |
     EMPLOYEE:ENVIR. DIFF*   (N )->          |                   |
     EMPLOYEE:ENVIR. DIFF*   (N )->          |                   |
     EMPLOYEE:ENVIR. DIFF*   (N )->          |                   |
     EMPLOYEE:ENVIR. DIFF*   (N )->          |                   |
     EMPLOYEE:ENVIR. DIFF*   (N )->          |                   |
  ENVIRONMENTAL DIFF.  (#458.3)              |                   |
     TYPE OF EXPOSURE .....  (N )->          |                   |
                                             ---------------------
                                             ---------------------
                                             |  458 TIME & ATTE* |
                                             |  TRANSMITTING C*  |-> NEW PERSON
                                             |  EMPLOY:EMPLOY*   |-> PAID EMPLOYEE
                                             |  EMPLOY:APP. S*   |-> NEW PERSON
                                             |  EMPLOY:ENTITL*   |-> PAY ENTITLEMENT
                                             |  EMPLOY:VCS PO*   |-> NEW PERSON
                                             |  EMPLOY:VCS AP*   |-> NEW PERSON
                                             |  EMPLOY:ENVIR.*   |-> ENVIRONMENTAL D*
                                             |  EMPLOY:ENVIR.*   |-> ENVIRONMENTAL D*
                                             |  EMPLOY:ENVIR.*   |-> ENVIRONMENTAL D*
                                             |  EMPLOY:ENVIR.*   |-> ENVIRONMENTAL D*
                                             |  EMPLOY:ENVIR.*   |-> ENVIRONMENTAL D*
                                             |  EMPLOY:ENVIR.*   |-> ENVIRONMENTAL D*
                                             |  EMPLOYEE:TMP 1   |-> TOUR OF DUTY
                                             |  EMPLOYEE:TMP 2   |-> TOUR OF DUTY
                                             |  EMPLOYEE:TMP 3   |-> TOUR OF DUTY
                                             |  EMPLOYEE:TMP 4   |-> TOUR OF DUTY
                                             |  EMPLOYEE:TMP 5   |-> TOUR OF DUTY
                                             |  EMPLOYEE:TMP 6   |-> TOUR OF DUTY
                                             |  EMPLOYEE:TMP 7   |-> TOUR OF DUTY
                                             |  EMPLOYEE:TMP 8   |-> TOUR OF DUTY
                                             |  EMPLOYEE:TMP 9   |-> TOUR OF DUTY
                                             |  EMPLOYEE:TMP 10  |-> TOUR OF DUTY
                                             |  EMPLOYEE:TMP 11  |-> TOUR OF DUTY
                                             |  EMPLOYEE:TMP 12  |-> TOUR OF DUTY
                                             |  EMPLOYEE:TMP 13  |-> TOUR OF DUTY
                                             |  EMPLOYEE:TMP 14  |-> TOUR OF DUTY
                                             |  EMPL:DAY :TOUR*  |-> TOUR OF DUTY
                                             |  EMPL:DAY :PRIO*  |-> TOUR OF DUTY
                                             |  EMPL:DAY :SUPE*  |-> NEW PERSON
                                             |  EMPL:DAY :TOUR*  |-> NEW PERSON
                                             |  EMPL:DAY :SECO*  |-> TOUR OF DUTY
                                             |  EMPL:DAY :TOUR*  |-> SPECIAL TOUR IN*
                                             |  EMPL:DAY :TOUR*  |-> SPECIAL TOUR IN*
                                             |  EMPL:DAY :TOUR*  |-> SPECIAL TOUR IN*
                                             |  EMPL:DAY :TOUR*  |-> SPECIAL TOUR IN*
                                             |  EMPL:DAY :TOUR*  |-> SPECIAL TOUR IN*
                                             |  EMPL:DAY :TOUR*  |-> SPECIAL TOUR IN*
                                             |  EMPL:DAY :TOUR*  |-> SPECIAL TOUR IN*
                                             |  EMPL:DAY :TOUR*  |-> SPECIAL TOUR IN*
                                             |  EMPL:DAY :TOUR*  |-> SPECIAL TOUR IN*
                                             |  EMPL:DAY :TOUR*  |-> SPECIAL TOUR IN*
                                             |  EMPL:DAY :TOUR*  |-> SPECIAL TOUR IN*
                                             |  EMPL:DAY :TOUR*  |-> SPECIAL TOUR IN*
                                             |  EMPL:DAY :WRK *  |-> TIME REMARKS
                                             |  EMPL:DAY :WRK *  |-> TIME REMARKS
                                             |  EMPL:DAY :WRK *  |-> TIME REMARKS
                                             |  EMPL:DAY :WRK *  |-> TIME REMARKS
                                             |  EMPL:DAY :WRK *  |-> TIME REMARKS
                                             |  EMPL:DAY :WRK *  |-> TIME REMARKS
                                             |  EMPL:DAY :WRK *  |-> TIME REMARKS
                                             |  EMPL:DAY :TIME*  |-> NEW PERSON
                                             |  MESSAG:MESSAG*   |-> MESSAGE
```

```
          --------------------
          --------------------
         |  458.1 LEAVE REQ*  |
         |   EMPLOYEE         |-> PAID EMPLOYEE
         |   ENTERED BY       |-> NEW PERSON
         |   SUPERVISOR       |-> NEW PERSON
         |   EMPL:AUDI:PERS*  |-> NEW PERSON
         |   EMPL:AUDI:CLEA*  |-> NEW PERSON
         |   EMPL:AUDI:APPR*  |-> NEW PERSON
         |   EMPL:AUDI:APP.*  |-> NEW PERSON
          --------------------
          --------------------
         |  458.2 OT/CT REQ*  |
         |   EMPLOYEE         |-> PAID EMPLOYEE
         |   ENTRY PERSON     |-> NEW PERSON
         |   SUPERVISOR       |-> NEW PERSON
         |   APPROVER         |-> NEW PERSON
          --------------------
          --------------------
         |  458.3 ENVIRONME*  |
         |   EMPLOYEE         |-> PAID EMPLOYEE
         |   TYPE OF EXPOSU*  |-> ENVIRONMENTAL D*
         |   ENTERED BY       |-> NEW PERSON
         |   SUPERVISOR       |-> NEW PERSON
          --------------------
          --------------------
         |  458.5 PRIOR PP *  |
         |   EMPLOYEE         |-> PAID EMPLOYEE
         |   CLEARING CLERK   |-> NEW PERSON
          --------------------
          --------------------
         |  459 PAID PAYRUN*  |
         | m EMPLOYEE:NAME    |-> PAID EMPLOYEE
          --------------------
```

File Diagram

# Archiving and Purging

No archiving or purging capability exists for this version.

# Callable Routines

No externally callable routines are presently supported.

# External Relations

This version requires Kernel V. 7.0 or greater and VA FileMan V. 21 or greater.

PAID V. 4.0 has an Integration Agreement, DBIA1262, with Kernel to create a new field (PAID EMPLOYEE #450) in the New Person file #200.

All routines are essential to the function of this package.  The alert feature requires Kernel V. 8 to operate but all other features are operable with earlier versions.

# Internal Relations

The menus were designed for direct assignment.  No single option from the menus should be assigned independently as some of the security features of the package are maintained by the menu structure.

# Package-wide Variables

None.

# How to Generate On-line Documentation

The namespace for this package is PRS.  All globals, keys, options and routines begin with PRS.

The file range is 450 to 459.99.  See the FILE LIST section for an exact listing of files.  Data dictionaries for these files may be generated through Option 8 of VA FileMan (LIST FILE ATTRIBUTES).

On-line documentation for the package is provided throughout the program.  At any time you become unsure of how to respond to a prompt, simply enter a question mark(s).

A file diagram for the package can be generated by invoking the routine DDMAP (i.e., D ^DDMAP).

# National Package Security

| FILE NUMBER | FILE NAME | DD | READ | WRITE | DELETE | LAYGO |
|---|---|---|---|---|---|---|
| 450 | PAID EMPLOYEE | @ | # | @ | @ | @ |
| 450.11 | PAID DOWNLOAD MESSAGE ERROR | @ | @ | @ | @ | @ |
| 450.12 | PAID DOWNLOAD MESSAGE | @ | @ | @ | @ | @ |
| 452 | PRSE STUDENT EDUCATION TRACKING | @ | | @ | @ | @ |
| 452.1 | PRSE PROGRAM/CLASS | @ | | @ | @ | @ |
| 452.2 | PRSE EDUCATION PROGRAM/CLASS SUPPLIER | @ | | @ | @ | @ |
| 452.3 | PRSE MANDATORY TRAINING (MI) CLASS GROUP | @ | @ | @ | @ | @ |
| 452.4 | PRSE EDUCATION PROGRAM/CLASS CATEGORY | @ | | @ | @ | @ |
| 452.5 | PRSE EDUCATION PRESENTATION MEDIA | @ | | @ | @ | @ |
| 452.51 | PRSE EMPLOYEE PURPOSE OF TRAINING | @ | | @ | @ | @ |
| 452.6 | PRSE SVC REASONS FOR TRAINING | @ | | @ | @ | @ |
| 452.7 | PRSE PARAMETERS | @ | | @ | @ | @ |
| 452.8 | PRSE EDUCATION REGISTRATION | @ | | @ | @ | @ |
| 452.9 | PRSE EDUCATION ACCREDITATION ORGANIZATIONS | @ | | @ | @ | @ |
| 454 | PAID CODE FILE | @ | @ | @ | @ | @ |
| 454.1 | PAID COST CENTER/ORGANIZATION | @ | @ | @ | @ | @ |
| 455.1 | 8B ERROR MESSAGE | @ | @ | @ | @ | @ |
| 455.5 | T&L UNIT | @ | @ | @ | @ | @ |
| 457.1 | TOUR OF DUTY | @ | @ | @ | @ | @ |
| 457.2 | SPECIAL TOUR INDICATOR | @ | @ | @ | @ | @ |
| 457.3 | TYPE OF TIME | @ | @ | @ | @ | @ |

| FILE NUMBER | FILE NAME | DD | READ | WRITE | DELETE | LAYGO |
|---|---|---|---|---|---|---|
| 457.4 | TIME REMARKS | @ | @ | @ | @ | @ |
| 457.5 | PAY ENTITLEMENT | @ | @ | @ | @ | @ |
| 457.6 | ENVIRONMENTAL DIFFERENTIALS | @ | @ | @ | @ | @ |
| 458 | TIME & ATTENDANCE RECORDS | @ | @ | @ | @ | @ |
| 458.1 | LEAVE REQUESTS | @ | @ | @ | @ | @ |
| 458.2 | OT/CT REQUESTS | @ | @ | @ | @ | @ |
| 458.3 | ENVIRONMENTAL DIFF. REQUESTS | @ | @ | @ | @ | @ |
| 458.5 | PRIOR PP EXCEPTIONS | @ | @ | @ | @ | @ |
| 459 | PAID PAYRUN DATA | @ | @ | @ | @ | @ |

## Security Keys

PRSA SIGN — This key is meant for Directors only.  It allows Directors to sign their own time and attendance reports.

PRSD PAID CODES — This key allows the user to edit the various PAID CODE FILE (#454) entries.  Personnel Service, Record Section and Fiscal Service, Payroll Section supervisors who request this key may be given it.

PRSE CORD — This key allows the user to see data for all services.  It also allows the user to register and enter attendance for anyone in an open or closed class regardless of service.

PRSE SUP — This key allows the user to see data for his/her own service.  It also allows the user to register and enter attendance for any individual in a closed class sponsored by his/her service.

PRSE TRAIN              This key is meant for Nursing Service personnel only.  It allows the user to see data only for his/her own Nursing location.

## Privacy Act Statement

Data stored in Files 450, 458, and 459 is subject to the Privacy Act.

## Additional Data Field Security for File 450

Each field in File 450 contains a node, ^DD(450,field number,8), that has either a capital letter P or F or both.  The letter P means only Personnel Service employees may look at the field and the letter F means only Fiscal Service employees may look at the field.  Both letters mean both Services may look at the field.  When using the print or search options of the PRSD 04 EMPLOYEE INQUIRY MENU or PRSD 05 EMPLOYEE INQUIRY MENU, this node is checked before allowing the user to view the fields in File 450.

## Electronic Signatures

The Time and Attendance portion of the software requires an electronic signature to approve overtime/compensatory requests, leave requests, Veterans Canteen Service commission sales, environmental differential pay requests, tour of duty changes and Time and Attendance Report certification.

# 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.

Biweekly          Two consecutive calendar weeks.

Data Dictionary   A description of the file structure and data elements within a file.

Decomposition    Process that applies coded payroll rules to posted time and attendance report data and creates an 8B record.

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 the 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.

OLDE              The AAC's On Line Data Entry data input system.

Option           A selection from a menu that performs a task.

OT/CT            Overtime or Compensatory time.

| | |
|---|---|
| Pay Period | A period of two consecutive calendar weeks that make up a payroll cycle. There are 26 pay periods per year. |
| 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. |
| Posting | Entering data onto a time and attendance report. |
| 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. |
| Stub record | The first 31 characters of a Time and Attendance Report (VA Form 4-5631). |
| T&A | Time and Attendance. |
| T&A Manager | Has the responsibility of downloading and uploading the 8B Records (via MailMan), and ensuring all 8B Records are processed in a timely fashion. |
| 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).

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.