

PPS Enhancements

- Web-Based Inquiry
- Web-Based PAN

<http://prod.ucop.edu/pp7/>

Please bookmark this URL.

It will also be available on the PPS website.

Supported browser versions:

Netscape 4.5 or higher

Internet Explorer 5.0 or higher

(Screen shots in this presentation are from Netscape 7.0)

Logon Screen

University of California Payroll/Personnel System - Netscape

http://uccmvsb.ucop.edu:8131/pp7cgi/ucdb2www/ppslogon.d2w/main

Home Bookmarks UCSC - Payroll... UCOP CICS P... CorporateTim... Google Advan... Campus facult...

University of California Payroll/Personnel S...

University of California

Payroll/Personnel System

Logon

UserID:

Password:

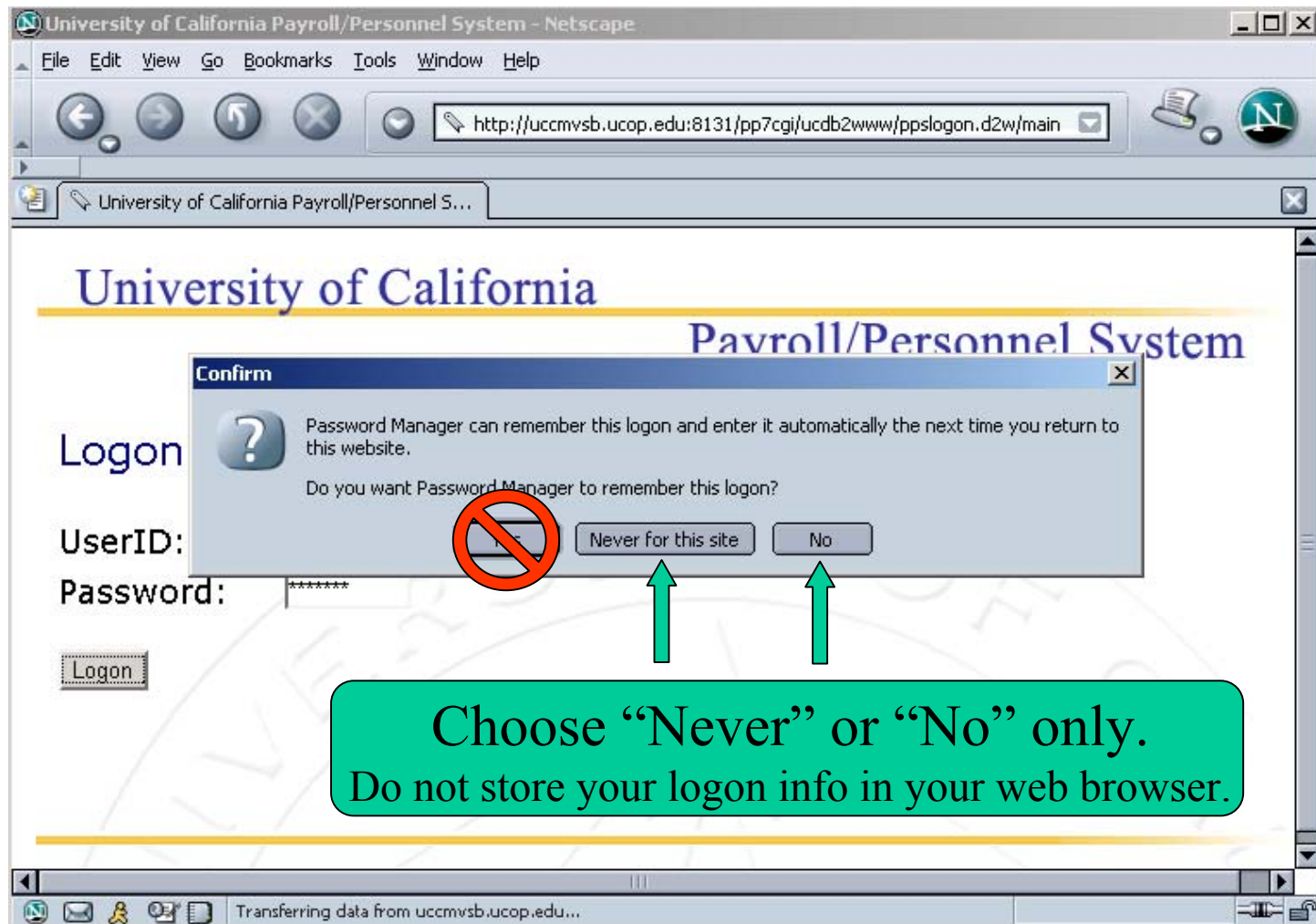
Screen Navigation:
Click
-or-
Tab to highlight and press enter to select

Note: The “Back” and “Refresh” buttons on your browser will not work properly (if at all) in PPS. Use navigation links included on the PPS web pages instead.

Transferring

Storing Your Logon Information

Option available in newer web browsers



University of California Payroll/Personnel System - Netscape

File Edit View Go Bookmarks Tools Window Help

http://uccmvsb.ucop.edu:8131/pp7cgi/ucdb2www/ppslgon.d2w/main

University of California Payroll/Personnel S...

University of California

Payroll/Personnel System

Confirm

Password Manager can remember this logon and enter it automatically the next time you return to this website.

Do you want Password Manager to remember this logon?

Yes Never for this site No

Logon

UserID:

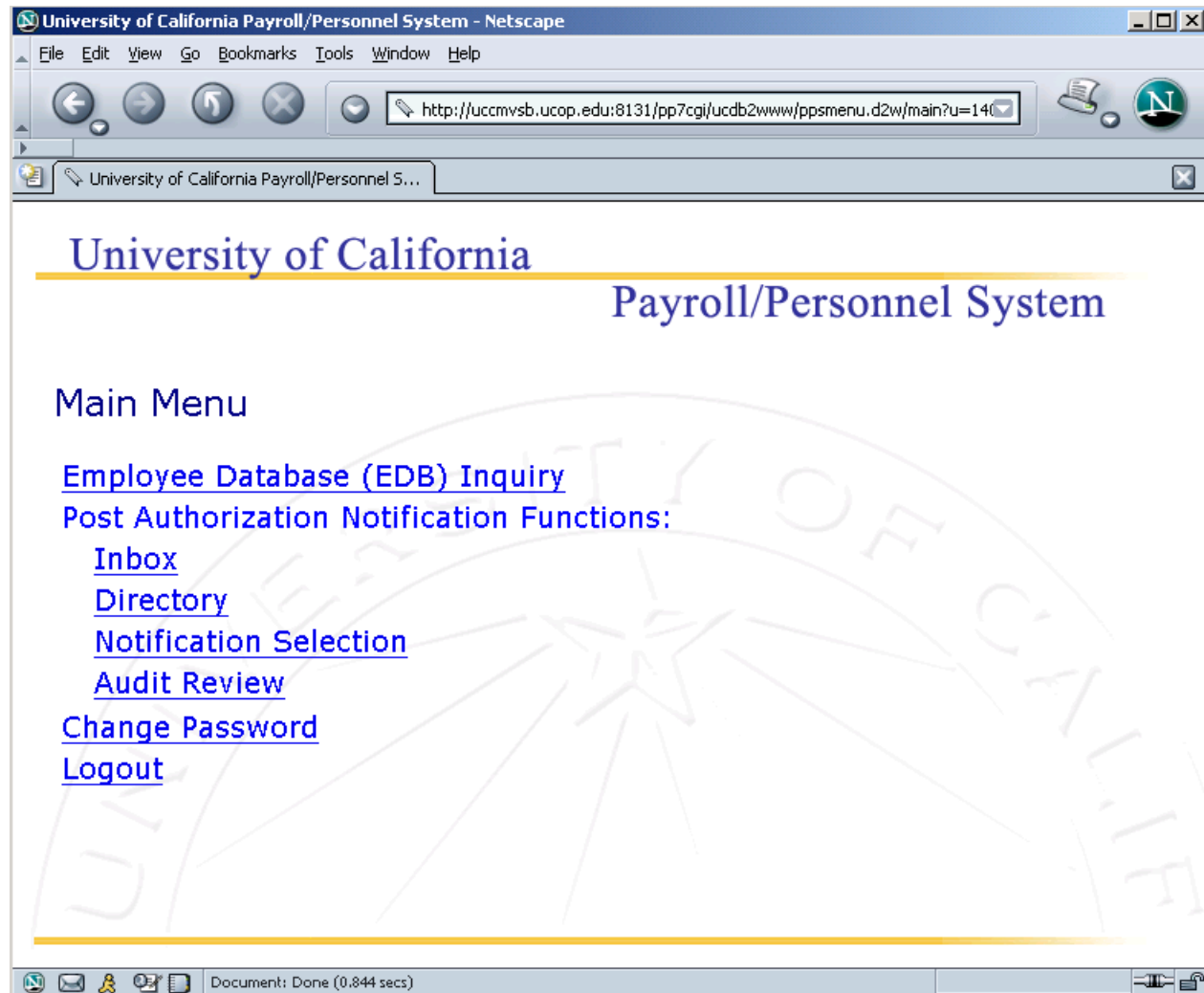
Password:

Logon

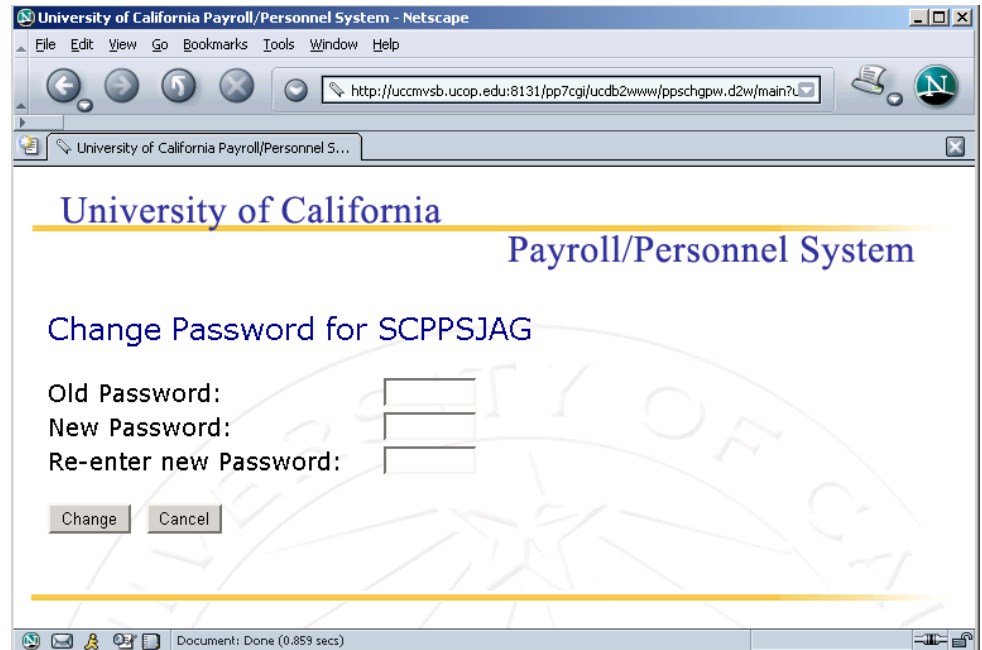
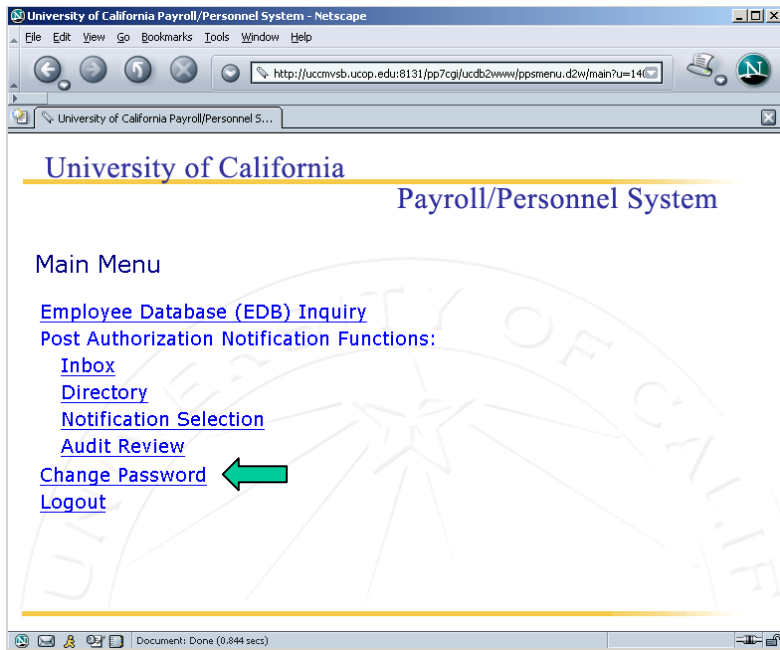
Transferring data from uccmvsb.ucop.edu...

Choose "Never" or "No" only.
Do not store your logon info in your web browser.

Main Menu

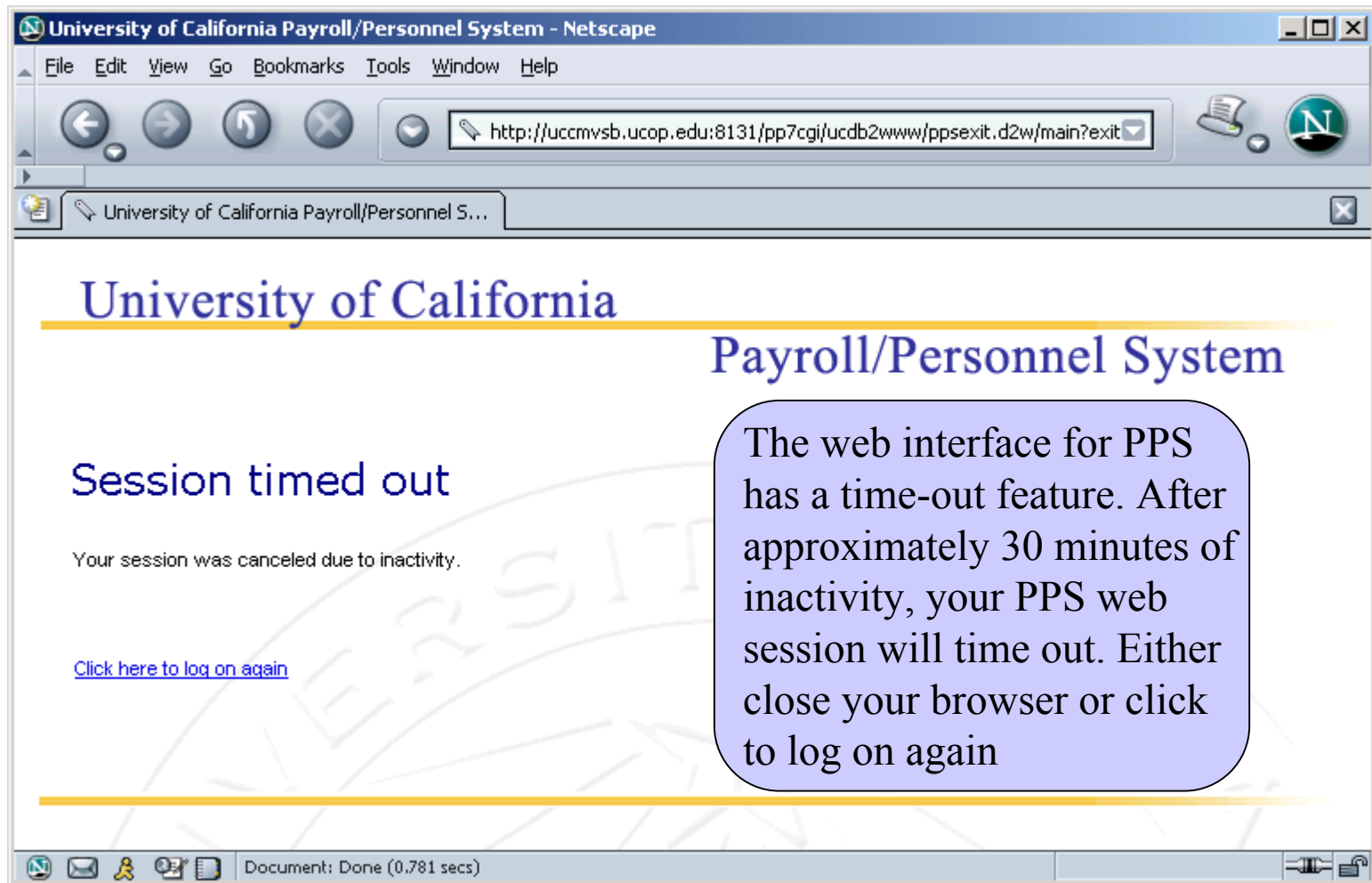


Change Your Password



Changing your password in one interface (web or CICS) changes it in both

Session Time-Out



The screenshot shows a Netscape browser window with the title "University of California Payroll/Personnel System - Netscape". The address bar contains the URL "http://uccmvsb.ucop.edu:8131/pp7cgi/ucdb2www/ppsexit.d2w/main?exit". The browser's menu bar includes "File", "Edit", "View", "Go", "Bookmarks", "Tools", "Window", and "Help". The main content area displays the "University of California Payroll/Personnel System" header and a "Session timed out" message. The message states: "Your session was canceled due to inactivity." and includes a blue hyperlink "Click here to log on again". A blue callout box on the right side of the page contains the text: "The web interface for PPS has a time-out feature. After approximately 30 minutes of inactivity, your PPS web session will time out. Either close your browser or click to log on again". The browser's status bar at the bottom shows "Document: Done (0.781 secs)".

University of California
Payroll/Personnel System

Session timed out

Your session was canceled due to inactivity.

[Click here to log on again](#)

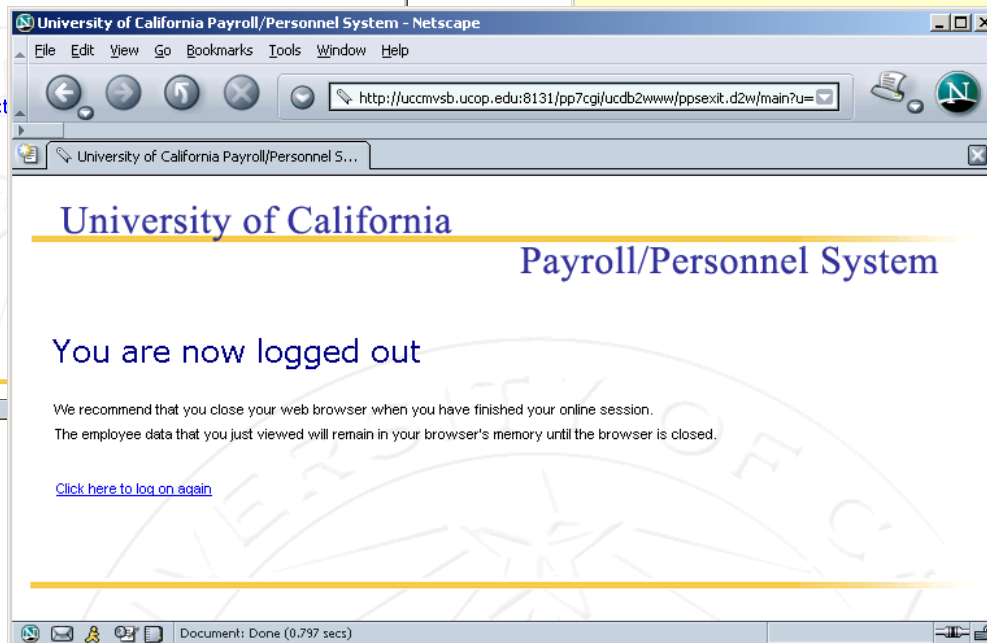
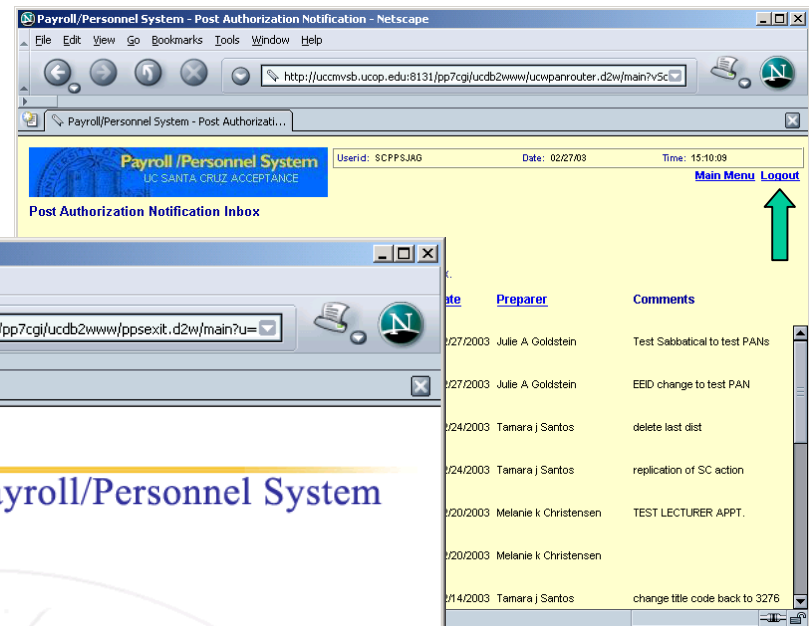
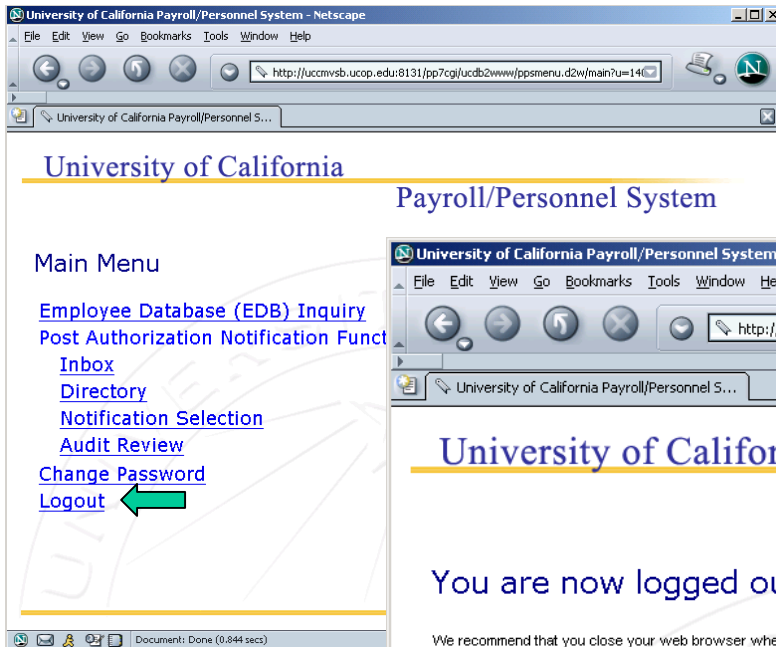
The web interface for PPS has a time-out feature. After approximately 30 minutes of inactivity, your PPS web session will time out. Either close your browser or click to log on again

Document: Done (0.781 secs)

Logging Out

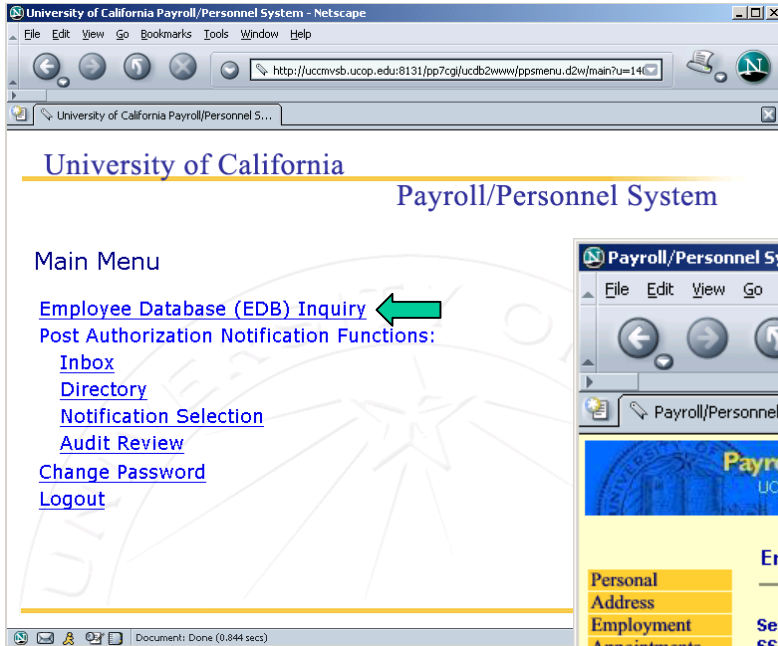
From the Main Menu

From within any function

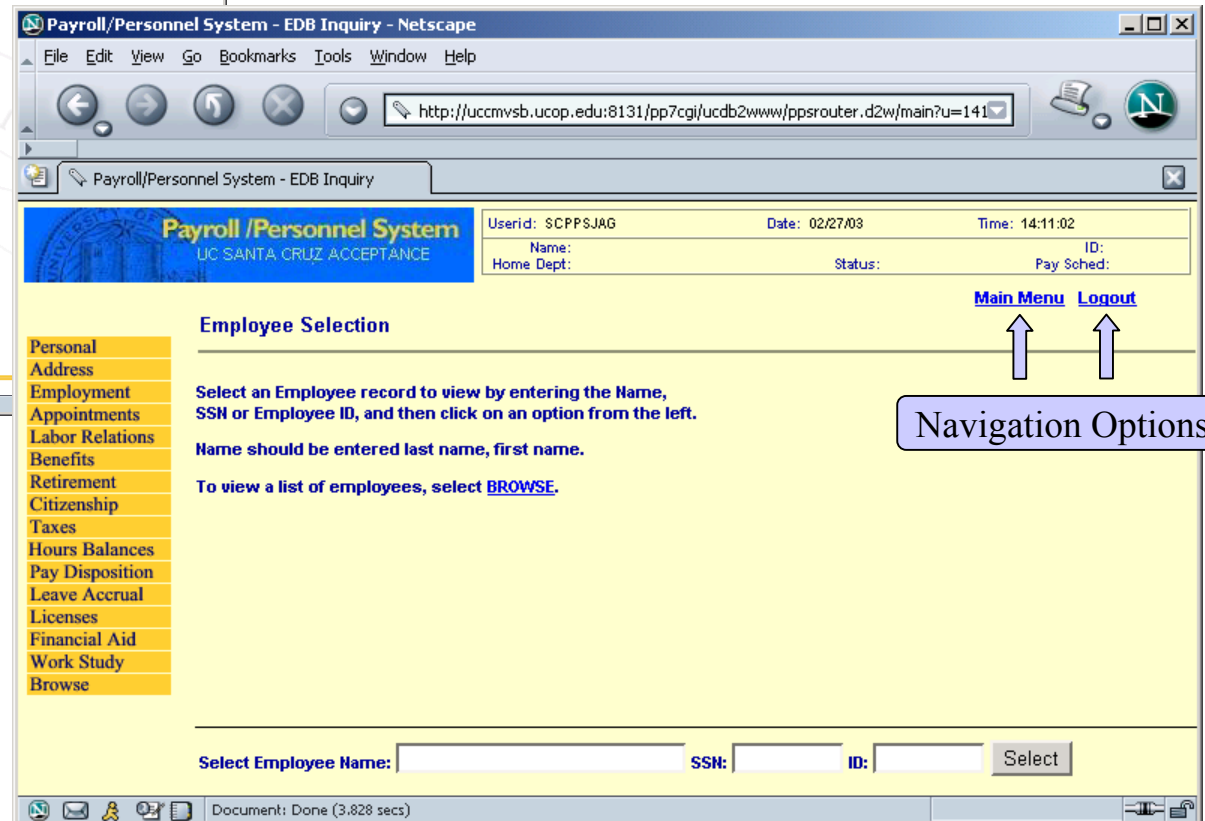


Always log out of PPS before closing your browser, and always close your browser after logging out of PPS!

Inquiry



Employee Selection Screen is Displayed



Navigation Options

Inquiry

Employee and Function Selection

Payroll/Personnel System - EDB Inquiry - Netscape

File Edit View Go Bookmarks Tools Window Help

http://uccmvsb.ucop.edu:8131/pp7cgj/ucdb2www/ppsrouter.d2w/main?u=141

Payroll/Personnel System - EDB Inquiry

Payroll /Personnel System
UC SANTA CRUZ ACCEPTANCE

Userid: SCPPSJAG Date: 02/27/03 Time: 14:11:02

Name: ID:
Home Dept: Status: Pay Sched:

[Main Menu](#) [Logout](#)

Employee Selection

Personal
Address
Employment
Appointments
Labor Relations
Benefits
Retirement
Citizenship
Taxes
Hours Balances
Pay Disposition
Leave Accrual
Licenses
Financial Aid
Work Study
Browse

Select an Employee record to view by entering the Name, SSN or Employee ID, and then click on an option from the left.
Name should be entered last name, first name.
To view a list of employees, select [BROWSE](#).

Select Employee Name: SSN: ID:

Step 2

Select an Inquiry Function

Step 1

Enter an employee identifier in **one** of these fields

Inquiry Screen Shots

Personal Information

1

The screenshot shows a Netscape browser window titled "Payroll/Personnel System - EDB Inquiry - Netscape". The address bar contains the URL "http://uccmvsb.ucop.edu:8131/pp7cgi/ucdb2www/pprouter.d2w/main". The page header includes "Payroll/Personnel System" and "UC SANTA CRUZ ACCEPTANCE". The user information is: Userid: SCPPSJAG, Date: 02/27/03, Time: 14:20:36, Name: CAREER, SIXMOS M, ID: 010000230, Home Dept: TRAINING ONLY, Status: Active, Pay Sched: Monthly. The "Personal Information" section is expanded, showing a sidebar menu with options like Personal, Address, Employment, Appointments, Labor Relations, Benefits, Retirement, Citizenship, Taxes, Hours Balances, Pay Disposition, Leave Accrual, Licenses, Financial Aid, Work Study, and Browse. The main content area displays the following information: Citizenship: C - U.S. Citizen, Gender: F - Female, Ethnicity: F - Other White, Vietnam Veteran Status: N - Not a Vietnam Era Veteran, Expedition Veteran Status: N - Not a special disabled veteran, Veteran Disabled Status: N - Not a special disabled veteran, Date of Birth: 02/20/1967, Previous Name: (blank), Permanent Address: 1124 FRANKLIN ST #312 SANTA CRUZ, CA 95060, Home Phone: 427-134-3, Spouse Name: (blank). At the bottom, there is a "Select Employee Name:" field with input boxes for SSN and ID, and a "Select" button. A "Printer-Friendly Format" button is located at the bottom left of the page.

Printer-Friendly Format Button

Scroll Down for Additional Information

2

This screenshot shows the same browser window as the first, but with the page scrolled down. The "Personal Information" section now displays additional details: Permanent Address: 1124 FRANKLIN ST #312 SANTA CRUZ CA 95060, Home Phone: 427-134-3, Spouse Name: (blank), Foreign Address Indicator: (blank), Campus Address: (blank), Campus Release Codes: (blank), Employee Organization Release Codes: (blank), and Home Phone: (blank). The "As of Release 1464" text is visible at the bottom of the section. The "Select Employee Name:" field and "Select" button are also visible at the bottom of the page.

Inquiry Screen Shots

Appointment and Distribution Information

1

Scroll Down for Additional Information

Appointment and Distribution Information

Appointment Summary
Click on the appointment or scroll down to see detailed appointment and distribution information.

Appointment 10
4724 - ____ASSISTANT I 002708 COMMUNICATION & TECHNOLOGY SRV

Begin Date	End Date	Pers	Prg	Type	Grade	Rate	% Time	F/V
07/24/95	99/99/99	1	2			21,552.00	1.00	F

Appointment/Distribution Detail

Appointment 10 - ____ASSISTANT I Department 002708 COMMUNICATION & TECHNOLOGY SRV

Title Code	Ann.Hr. Rate	Grade
4724	21,552.00	
Begin Date	Rate Code	Program/Type
07/24/95	A - Annual	1 - Prof/Stat/2 - Career
End Date	Basis/Paid Code	Leave Accrual
99/99/99	00/00	A - 15 days vacation/12 days sick

Select Employee Name: SSN: ID: Select

Many web functions show summary data at the top with detail below

2

Payroll /Personnel System
UC SANTA CRUZ ACCEPTANCE

Userid: SCPPS/JAG Date: 02/27/03 Time: 14:33:41
Name: CAREER, SIXMOS M ID: 010000230
Home Dept: TRAINING ONLY Status: Active Pay Sched: Monthly

[Main Menu](#) [Logout](#)

Appointment 10 - ____ASSISTANT I Department 002708 COMMUNICATION & TECHNOLOGY SRV

Title Code	Ann.Hr. Rate	Grade
4724	21,552.00	
Begin Date	Rate Code	Program/Type
07/24/95	A - Annual	1 - Prof/Stat/2 - Career
End Date	Basis/Paid Code	Leave Accrual
99/99/99	00/00	A - 15 days vacation/12 days sick
Duration	% Time	Pay Schedule
I - Indefinite	1.00	MO - Monthly current
TUC	Fixed/Variable	Time Code
CX	F - Fixed	T - Exception
Rep Code	FLSA	Sub-Location
C - Covered	0 - Nonexempt	

Dist #	Full Accounting Unit	Begin Date	End Date	%	FTE	Rate	DOS	Step	O/A	PRQ	DUK	WSP
11	CATS/SUPPORT CENTER	07/24/95	08/06/95	0.2500	0.00	1,796.00						
12	7 724330 66099 1	07/24/95	08/06/95	0.1500	0.00	1,796.00						
13	7 723041 19900 1	07/24/95	08/06/95	0.1500	0.00	1,796.00						
14	CATS/WORKSTATION SUPPORT	07/24/95	08/06/95	0.1000	0.00	1,796.00						

Select Employee Name: SSN: ID: Select

Expanded code interpretation replaces help feature

3

Payroll /Personnel System
UC SANTA CRUZ ACCEPTANCE

Userid: SCPPS/JAG Date: 02/27/03 Time: 14:33:41
Name: CAREER, SIXMOS M ID: 010000230
Home Dept: TRAINING ONLY Status: Active Pay Sched: Monthly

[Main Menu](#) [Logout](#)

Dist #	Full Accounting Unit	Begin Date	End Date	%	FTE	Rate	DOS	Step	O/A	PRQ	DUK	WSP
11	CATS/SUPPORT CENTER	07/24/95	08/06/95	0.2500	0.00	1,796.00						
12	7 724330 66099 1	07/24/95	08/06/95	0.1500	0.00	1,796.00						
13	7 723041 19900 1	07/24/95	08/06/95	0.1500	0.00	1,796.00						
14	CATS/WORKSTATION SUPPORT	07/24/95	08/06/95	0.1000	0.00	1,796.00						
15	CATS/SC IRC/Administrative	08/07/95	99/99/99	0.5000	0.50	1,796.00						
16	CATS/SC IRC/Instructional	08/07/95	99/99/99	0.2000	0.20	1,796.00						
17	7 724380 66099 1	08/07/95	99/99/99	0.1000	0.10	1,796.00						

[Return to top of page](#)

Select Employee Name: SSN: ID: Select

Inquiry Screen Shots

Benefits

1

Payroll/Personnel System - EDB Inquiry - Netscape

http://uccmvsb.ucop.edu:8131/pp7cgl/ucdb2www/ppsrouter.d2w/main

Payroll/Personnel System - EDB Inquiry

Payroll /Personnel System
UC SANTA CRUZ ACCEPTANCE

Userid: SCPPSJAG Date: 02/27/03 Time: 14:52:05
Name: CAREER, SIXMOS M ID: 010000230
Home Dept: TRAINING ONLY Status: Active Pay Sched: Monthly

[Main Menu](#) [Logout](#)

Benefits Enrollment Information

Assigned BEL: 1 - Full Benefits Derived BEL: 1 - Full Benefits

Benefit	Plan	Coverage Level	Coverage Eff Date	Coverage End Date	Employee Cost	UC Contribution
Medical	CM - Core Medical	U - Self	07/24/95		0.00	43.00
Dental	D1 - Delta Dental	U - Self	07/24/95		0.00	31.00
Vision	V1 - Vision Care	U - Self	07/24/95		0.00	12.11

Legal

Contribution Base-Current Year 22 Contribution Base-Next Year 22

Are there future enrollments? No

Insurance Reduction Code (TIP):

Currently Enrolled Family Members

There are no enrolled family members for this employee.

Printer-Friendly Format

Select Employee Name: SSN: ID: Select

Scroll Down for Additional Information

2

Payroll/Personnel System - EDB Inquiry - Netscape

http://uccmvsb.ucop.edu:8131/pp7cgl/ucdb2www/ppsrouter.d2w/main

Payroll/Personnel System - EDB Inquiry

Payroll /Personnel System
UC SANTA CRUZ ACCEPTANCE

Userid: SCPPSJAG Date: 02/27/03 Time: 14:52:05
Name: CAREER, SIXMOS M ID: 010000230
Home Dept: TRAINING ONLY Status: Active Pay Sched: Monthly

[Main Menu](#) [Logout](#)

Currently Enrolled Family Members

There are no enrolled family members for this employee.

Insurance Type	Coverage	Salary Base/ Coverage Amt.	Effective Date	Employee Cost
Short Term Disability	A - Covered			0.00
Supplemental Disability	Not Enrolled			
Basic Life	Enrolled	22,000	07/24/95	0.00
Supplemental Life	Not Enrolled			
Dependent Life Insurance	Not Enrolled			
AD&D Insurance	Not Enrolled			
DepCare Amount:	Not Enrolled		Effective Date:	

Health Care Reimbursement Account

Annual Amount: 0 Monthly Amount: 0.00 Effective Date: Termination Date:

[Return to top of page](#)

Printer-Friendly Format

As of Release 1464

Select Employee Name: SSN: ID: Select

Web Function to CICS Function Mapping

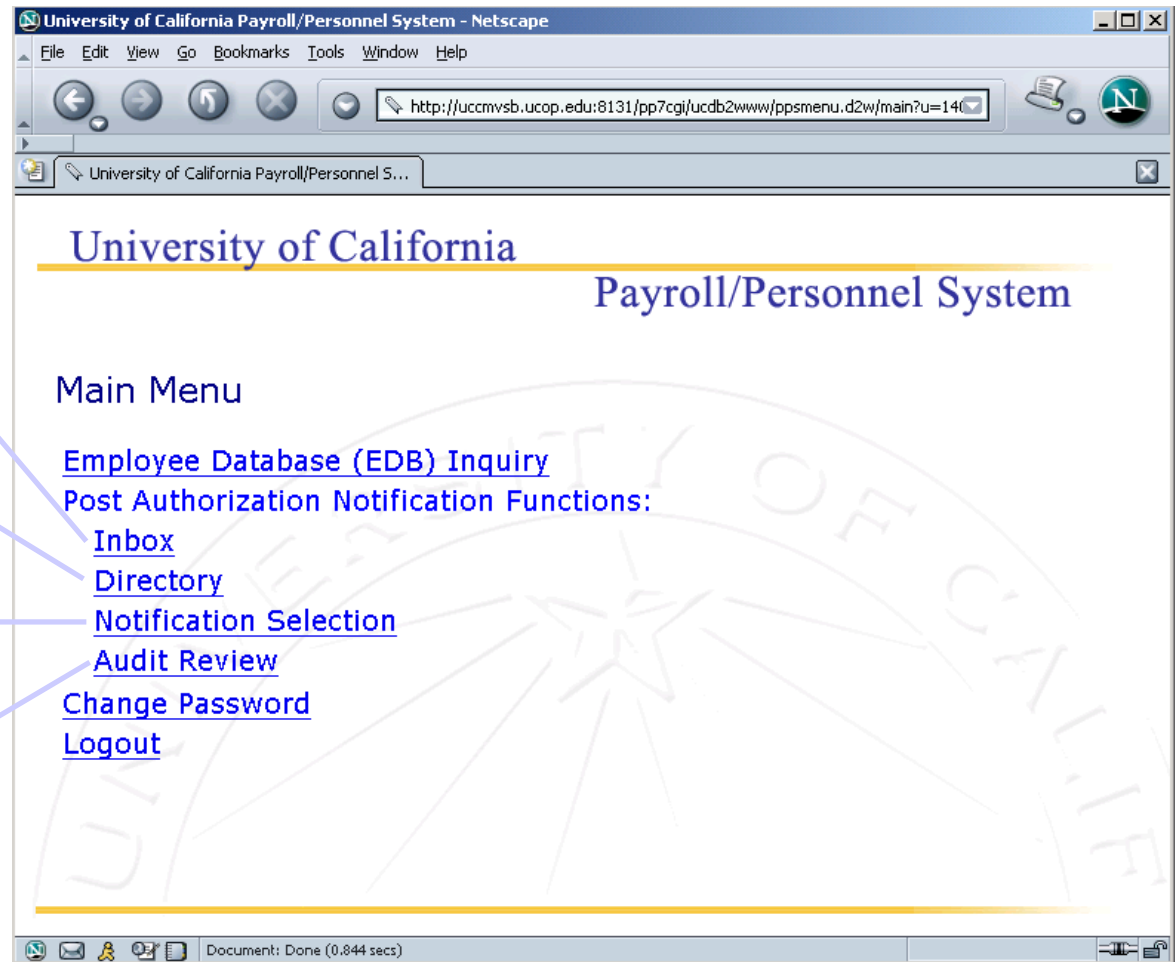
<u>Web Function</u>	<u>Corresponding CICS Function(s)</u>
Personal	IGEN, IADD
Address	IADD
Employment	IGEN, IPER
Appointments	IAPS, IAPP, IAPT
Labor Relations	IGEN
Benefits	IINP, IINS
Benefits-Family Members subpage	IMEM
Benefits-Future Enrollments subpage	IFBC, IFBD
Retirement	IRTR, IRET
Citizenship	IALN
Taxes	ITAX, IBAL
Hours Balances	IHRS, IHR2
Pay Disposition	IGEN, IGNL
Leave Accrual	ILAH
Licenses	ILCD
Financial Aid	IFNA
Work Study	IFNW
Browse Page	WHO

Red = Central Office function only

Green = Payroll Office function only

Blue = Departmental function

Post Authorization Notification (PAN) Functions



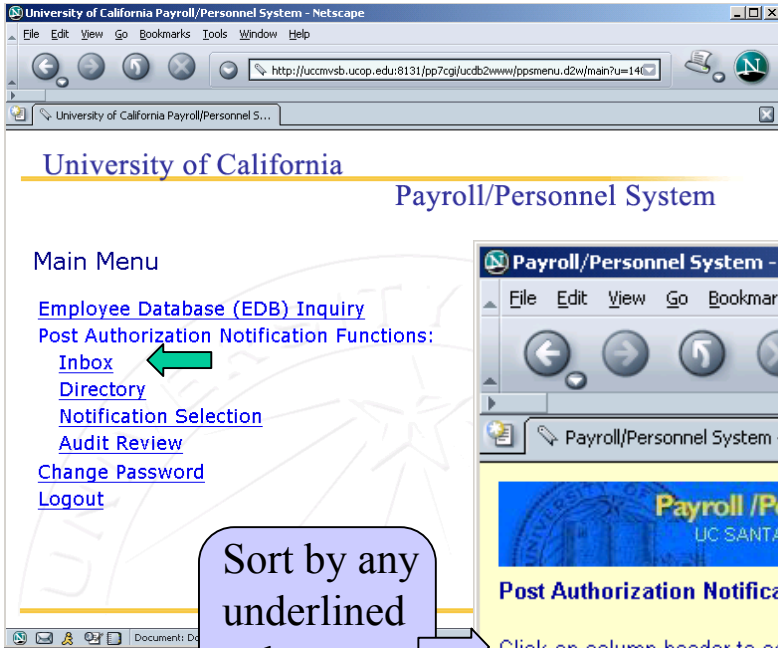
Same as INBX in CICS

Enhanced listing of
PPS Users

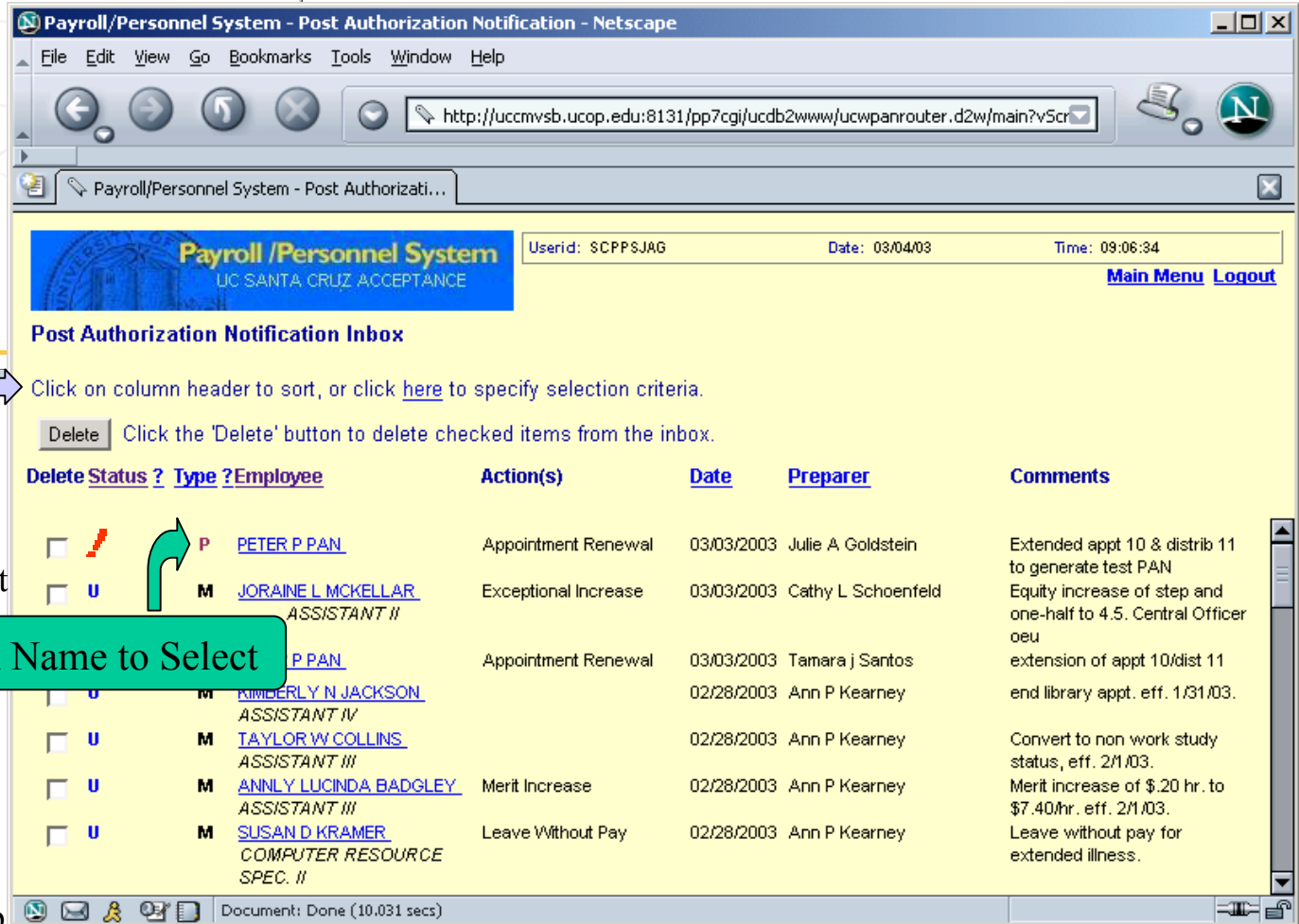
Same as INRS in CICS

Oversight Function
- *Restricted Access*

PAN Inbox



Sort by any underlined column header



Click on Name to Select

Notes:
Inbox "Status" column
 - preparer marked PAN urgent
 U - PAN is unread

Inbox "Type" column
 P - preparer designated the reviewer as primary reviewer (all other codes unchanged)

? : Click on "?" for a pop-up help box about "Status" and "Type."

Web PAN details

- Changed data is displayed in a different color from unchanged data
- Standard 5-section format for PAN events:
 - ✓ Section 1 - Employee and Preparer Information
 - ✓ Section 2 - Comments
 - ✓ Section 3 - General Information
 - ✓ Section 4 - Appointments and Distributions
 - ✓ Section 5 - List of Reviewers
- Reviewer can jump to specified sections of the PAN
- Reviewer can link directly to web EDB inquiry from PAN

Viewing a PAN

1

Payroll/Personnel System - Post Authorization Notification - Netscape

File Edit View Go Bookmarks Tools Window Help

http://uccmvsb.ucop.edu:8131/pp7cgi/ucdb2www/ucwpanrouter.d2w/main?v5c

Payroll/Personnel System - Post Authorizati...

Payroll/Personnel System Userid: SCPPSJA6 Date: 03/04/03 Time: 09:14:38

UC SANTA CRUZ ACCEPTANCE

Post Authorization Notification Detail **Sec 1 – Employee & Preparer Info** [Main Menu](#) [Logout](#) [Inbox](#)

Employee and Preparer Information: Employee: PETER P PAN ID: 010000120 Preparer: Julie A Goldstein Phone: 459-5541 Action(s): Appointment Renewal Date: 03/03/2003 04:10 PM Email: julieg@ucsc.edu Link to: [EDB Inquiry](#)

Sec 2 – Comments go to [Comments](#) [General Information](#) [Appointments and Distributions](#) [List of Reviewers](#)

Comments

Preparer: Julie A Goldstein Extended appt 10 & distrib 11 to generate test PAN
03/03/2003 04:10

Sec 3 – General Information

General Information

Home Dept	000900-TRAINING ON-LINE UPDATE	Employee Relations Code	E-Other
Employment Status	A-Active	Employee Relations Unit	CX-CUE Clerical
Hire Date	08/01/95	Employee Unit Code	CX-AFSOME Clerical
		Employee Rep Code	C-Covered
Student Status	1-Not Registered	BELI	1-Full Benefits
Registered Units	0.0	Derived BELI	1-Full Benefits
Retirement	U-LICRP	BELI Effective Date	08/01/95
FICA Eligibility	E-OASDI & Medicare	Status Qualifier 1/2	
Ret/FICA Derivation Ind	Y-Elig Auto Derive		
Citizenship	C-U.S. Citizen	Next Salary Review Type	2-Merit Increase
Visa Type		Next Salary Review Date	07/96
Work Permit End Date		Probationary End Date	

Navigation Options

Navigation links to sections 2-5 of the PAN

Document: Done (41.063 secs)

Scroll Down for Additional Information

2

Payroll/Personnel System - Post Authorization Notification - Netscape

File Edit View Go Bookmarks Tools Window Help

http://uccmvsb.ucop.edu:8131/pp7cgi/ucdb2www/ucwpanrouter.d2w/main?v5c

Payroll/Personnel System - Post Authorizati...

Payroll/Personnel System Userid: SCPPSJA6 Date: 03/04/03 Time: 09:14:38

UC SANTA CRUZ ACCEPTANCE

Post Authorization Notification Detail [Main Menu](#) [Logout](#) [Inbox](#)

Employee and Preparer Information: Employee: PETER P PAN ID: 010000120 Preparer: Julie A Goldstein Phone: 459-5541 Action(s): Appointment Renewal Date: 03/03/2003 04:10 PM Email: julieg@ucsc.edu Link to: [EDB Inquiry](#)

go to [Comments](#) [General Information](#) [Appointments and Distributions](#) [List of Reviewers](#)

Appointments and Distributions

Appointment 10

Action(s)	17-Appointment Renewal	Department	SO SCIA ADMIN	
	50-Other Distribution Action	Department Code	001792	
Title Code	4724	FLSA	0-exempt	Grade
Begin Date	08/01/95	Ann/Hr Rate	\$21,552.00	Program
End Date	07/31/03<=&8/06/00/03>>	Rate Code	A-Annually	Type
Duration	B-Indef, Budget Purposes	Basis/Paid Over		Leave Accrual
TUC	CX-CUE Clerical	% Time	.75	Pay Schedule
AREP	C-Covered	Fixed/Variable	F-Fixed	Time Code

Sub Location

1-Prof/Staff
2-Career
A-15 days vacation/12 days sick
MO-Monthly
A-Positive

Appointment 10 Distribution(s)

Dist #	Full Accounting Unit	Begin Date	End Date	Dist%	FTE	Rate	DOS	Step	O/A
11	SOCSCIAADMINBUSINESS SVCS								

Document: Done (41.063 secs)

Viewing a PAN

Continued

3

The screenshot shows the 'Payroll/Personnel System - Post Authorization Notification' page. The 'List of Reviewers' section is highlighted with a blue box and labeled 'Sec 5 - List of Reviewers'. Below this, a table lists reviewers with columns for Name, Email, Phone, Type, and Status.

Name	Email	Phone	Type	Status
Nancy WOODLING Eder	nancy@zvyx.ucsc.edu	459-2123	Mandatory Reviewer	Unread
Julie A Goldstein	julieg@ucsc.edu	459-5541	Mandatory Reviewer (Primary)	Read
MAINT ADMIN	Barbara.VandenBorre@ucop.edu		Mandatory Reviewer	Unread
Tamara J Santos	tamara@ucsc.edu	459-5189	Mandatory Reviewer	Unread
Cathy L Schoenfeld	pafe@ucsc.edu	459-2014	Mandatory Reviewer	Unread
TRAINING49 USER	pps_office@ucsc.edu	459-5541	Mandatory Reviewer	Unread
TRAINING62 USER	pps_office@ucsc.edu	459-5541	Mandatory Reviewer	Unread
TRAINING63 USER	pps_office@ucsc.edu	459-5541	Non-Mandatory Reviewer	Unread

Any reviewer can add additional comments to a PAN. These will become a permanent part of the PAN record and will appear as separate reviewer comments in the "Comments" section of the PAN.

Scroll Down for Additional Information

4

The screenshot shows the 'Payroll/Personnel System - Post Authorization Notification' page. A blue box labeled 'Link to inquiry' points to the 'Link to: EDB Inquiry' link. Below this, there is a 'forward to:' box with a 'Send' button and a 'DIRECTORY' button. A blue arrow points from the 'forward to:' box to the text box below it.

"Forward To" box: Enter User ID only (not email address)

PAN

Selecting a Subset of Your Inbox

Payroll/Personnel System - Post Authorization Notification - Netscape

Payroll / Personnel System
UC SANTA CRUZ ACCEPTANCE

Userid: SCPPSJAG Date: 03/04/03 Time: 09:06:34

[Main Menu](#) [Logout](#)

Post Authorization Notification Inbox

Click on column header to sort, or click [here](#) to specify selection criteria.

Click the 'Delete' button to delete checked items from the inbox.

Delete	Status	Type	Employee	Action(s)	Date	Prep
<input type="checkbox"/>	P		PETER P PAN	Appointment Renewal	03/03/2003	Julie A
<input type="checkbox"/>	U	M	JORAINEL MCKELLAR ASSISTANT II	Exceptional Increase	03/03/2003	Cathy
<input type="checkbox"/>	U	M	PETER P PAN	Appointment Renewal	03/03/2003	Tamar
<input type="checkbox"/>	U	M	KIMBERLY N JACKSON ASSISTANT IV		02/28/2003	Ann P
<input type="checkbox"/>	U	M	TAYLOR W COLLINS ASSISTANT III		02/28/2003	Ann P
<input type="checkbox"/>	U	M	ANNLY LUCINDA BADGLEY ASSISTANT III	Merit Increase	02/28/2003	Ann P
<input type="checkbox"/>	U	M	SUSAN D KRAMER COMPUTER RESOURCE SPEC. II	Leave Without Pay	02/28/2003	Ann P

Enter criteria to view specific PANs from your inbox

Payroll/Personnel System - Post Authorization Notification - Netscape

Payroll / Personnel System
UC SANTA CRUZ ACCEPTANCE

Userid: SCPPSJAG Date: 02/27/03 Time: 16:10:55

[Main Menu](#) [Logout](#) [Inbox](#)

Post Authorization Notification Selection

Date and Time: From: 12:00 AM August 07 2002 To: 12:00 AM February 28 2003

Employee Department: _____

Select from box: Actions: All Employee ID: _____

Preparer User ID: _____

Unopened: All

OR Enter up to 5 codes: [Click here to see a list of codes.](#)

Navigation Options

Codes for PAN Selection

PAN Selection Code List

Codes for PAN Selection

EDB Action Codes

- 01 -New Hire
- 02 -Rehire
- 07 -Leave with pay
- 08 -Leave without pay
- 09 -Change in return date
- 10 -Promotion
- 11 -Demotion
- 12 -Title Transfer (Lateral)
- 13 -Additional employment
- 14 -Academic status change
- 17 -Appointment renewal
- 18 -Change in fund source
- 21 -Inter-campus action
- 33 -Manual range adjustment
- 34 -Terminal appointment
- 35 -Transfer to/from Office of the President
- 36 -Transfer to/from laboratory or state
- 37 -Reclassification downward
- 38 -Reclassification upward
- 39 -Reclassification lateral
- 41 -Six month increase
- 42 -Exceptional increase
- 43 -Change in rate - other
- 44 -Casual increase
- 45 -Change in negotiated salary
- 51 -Transfer to/from a medical center
- 52 -Limited to career
- 53 -Phased retirement

EDB Update Event Codes (pre-web)

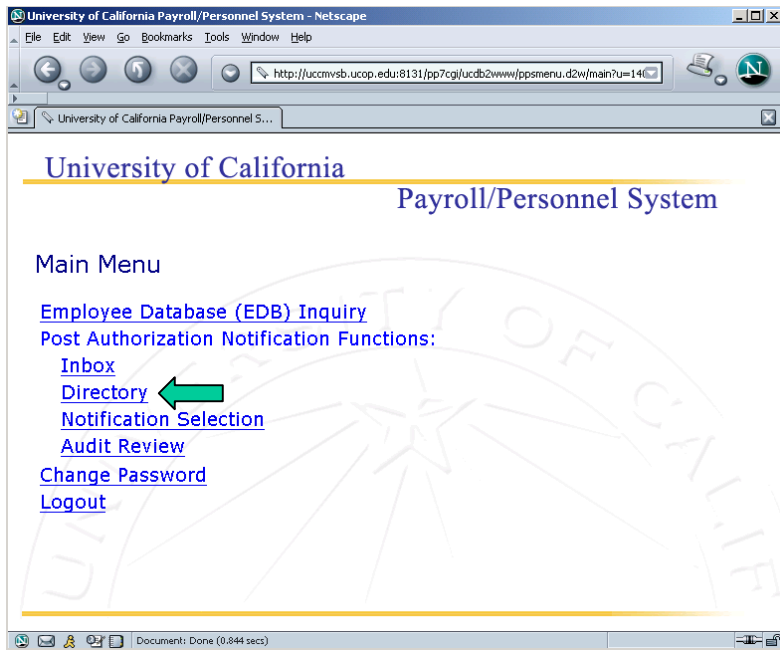
- AD - Appointment/Distribution
- BN - Benefits
- CT - Citizenship/Visa
- FI - FICA/Retirement
- HI - Hire/Rehire
- IN - Indefinite Layoff
- KY - Key Change
- LB - Labor Relations
- LY - Layoff
- LV - Leave of Absence
- RT - Leave Return
- PI - PIE Change
- SA - Sabbatical
- SE - Separation
- WS - Work Study

Time Reporting Transaction Codes

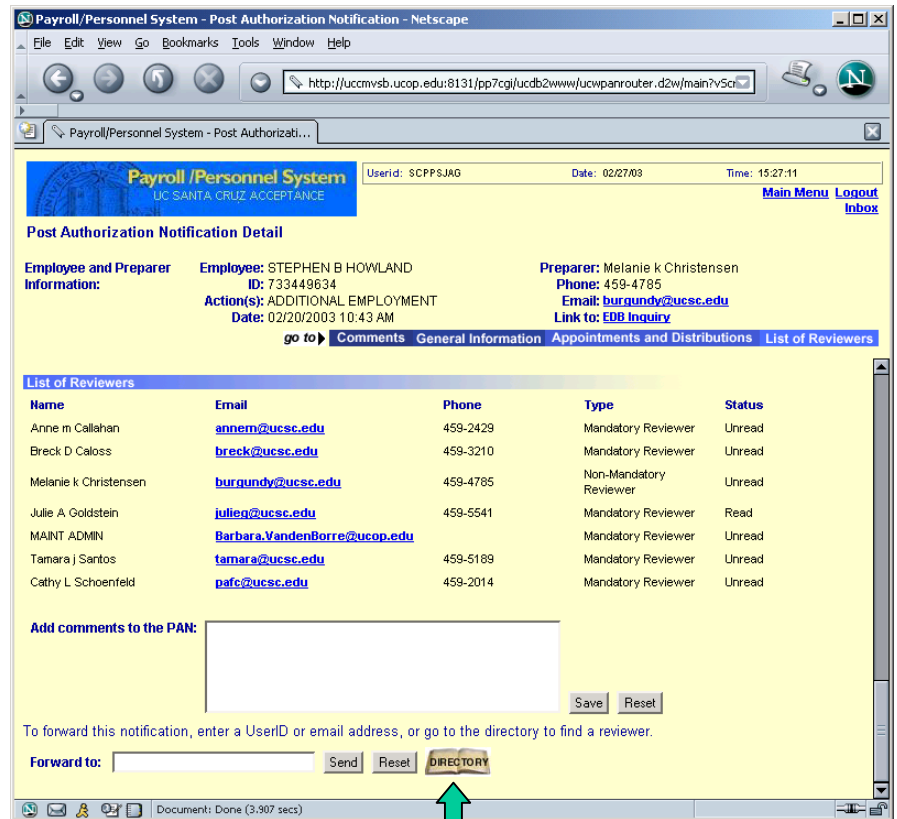
- AP - Additional payment
- DD - Deductions and contributions
- FT - One time payment
- LA - Leave hours adjustments
- LR - Late/reduce payment
- RA - Retroactive payment
- TL - Accrued Leave Expense Transfer
- TM - Mass Expense Transfer
- TS - Single Expense Transfer

PAN Directory

From the Main Menu



From Within a PAN



PAN Directory Screen Shot

Payroll/Personnel System - Post Authorization Notification - Netscape

File Edit View Go Bookmarks Tools Window Help

http://uccmvsb.ucop.edu:8131/pp7cgi/ucdb2www/ucwpanrouter.d2w/main?v5cr

Payroll/Personnel System - Post Authorizati...

Payroll /Personnel System
UC SANTA CRUZ ACCEPTANCE

Userid: SCPPSJAG Date: 02/27/03 Time: 16:22:27 [Main Menu](#) [Logout](#)

Post Authorization Notification UserID Directory

Search By: Starting With:

Click on a column header to sort.

<u>Name</u>	<u>User ID</u>	<u>Department</u>	<u>Phone</u>	<u>E-mail Address</u>	<u>Routing Code</u>
Aebersold, Nancy a	SCACPNAa	000445 CENTRAL BUS OPR		nancyvae@ucsc.edu	
Aja, Kathryn m	SCCAGKMA	000732 DIV SOC SCI		kmaja@ucsc.edu	
Allison, Celena S	SCPERCSA	000765 FIN-SAFETY SVCS		celena@ucsc.edu	
Altamirano, Raul d	SCREGRDA	000718 REGISTRAR		raltamir@ucsc.edu	
Antonino, Robert c	SCSHSRCA	000743 STU HEALTH SERV		rcantoni@ucsc.edu	
Aranda, Ylida I	SCCLGYLA	000622 COLLEGES & HOUS		laranda@ucsc.edu	
Ayers, Penny L	SCNSDPLA	000676 PHYSICAL & BIO		payers@natsci.ucsc.edu	
Badagliacca, Beverly a	SCRGMBAB	000470 IPMTS SERV CTR		b149@ucsc.edu	
Barclay, Matthew t	SCAFAMTB	000445 CENTRAL BUS OPR		mbarclay@ucsc.edu	
Barilati-LeBarre, Debbie j	SCHSGDJB	000622 COLLEGES & HOUS		barilati@ucsc.edu	
Barringer, Anita I	SCPAYALB	000765 FIN-SAFETY SVCS		payroll@ucsc.edu	
Bartlett, Elizabeth a	SCSSDBAB	000732 DIV SOC SCI		betsyb@zzyx.ucsc.edu	
Beaston, Linda g	SCAUDLGB	000765 FIN-SAFETY SVCS		lbeaston@ucsc.edu	
Beattie, Kathleen c	SCSOEKCB	000466 DEAN OF ENGR		kathy@soe.ucsc.edu	
Becking, Cheryl a	SCSSOCAB	000746 SUMMER SESSION		checking@ucsc.edu	

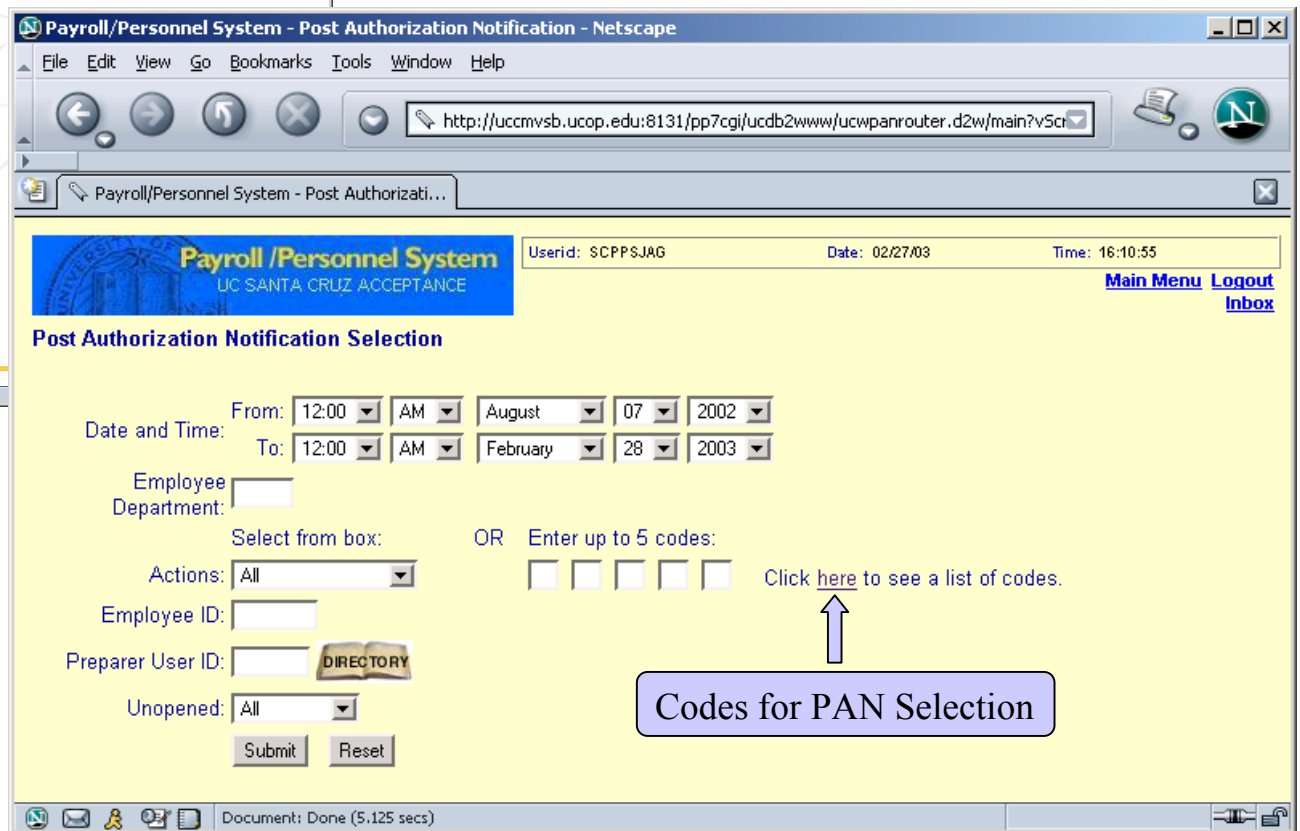
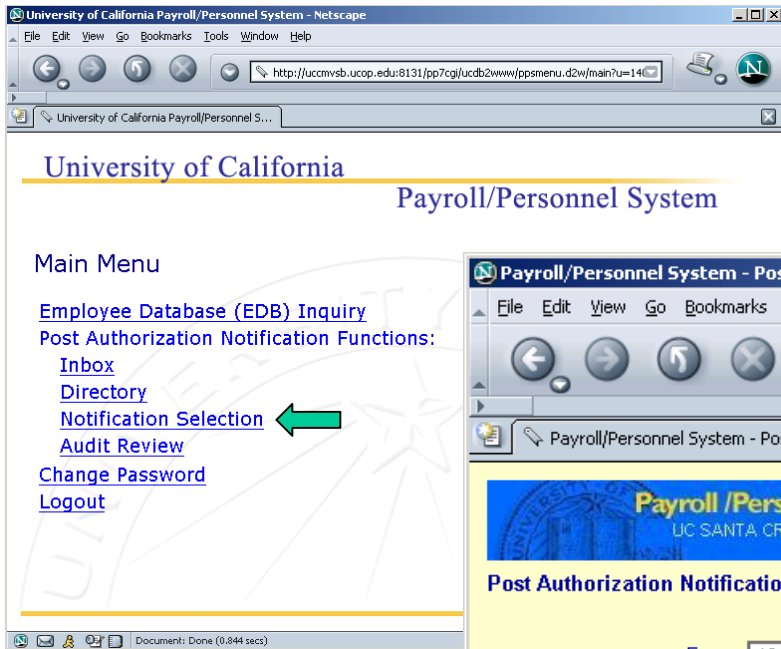
Document: Done (5.359 secs)

Sort by any underlined column header

Will eventually be populated with data.

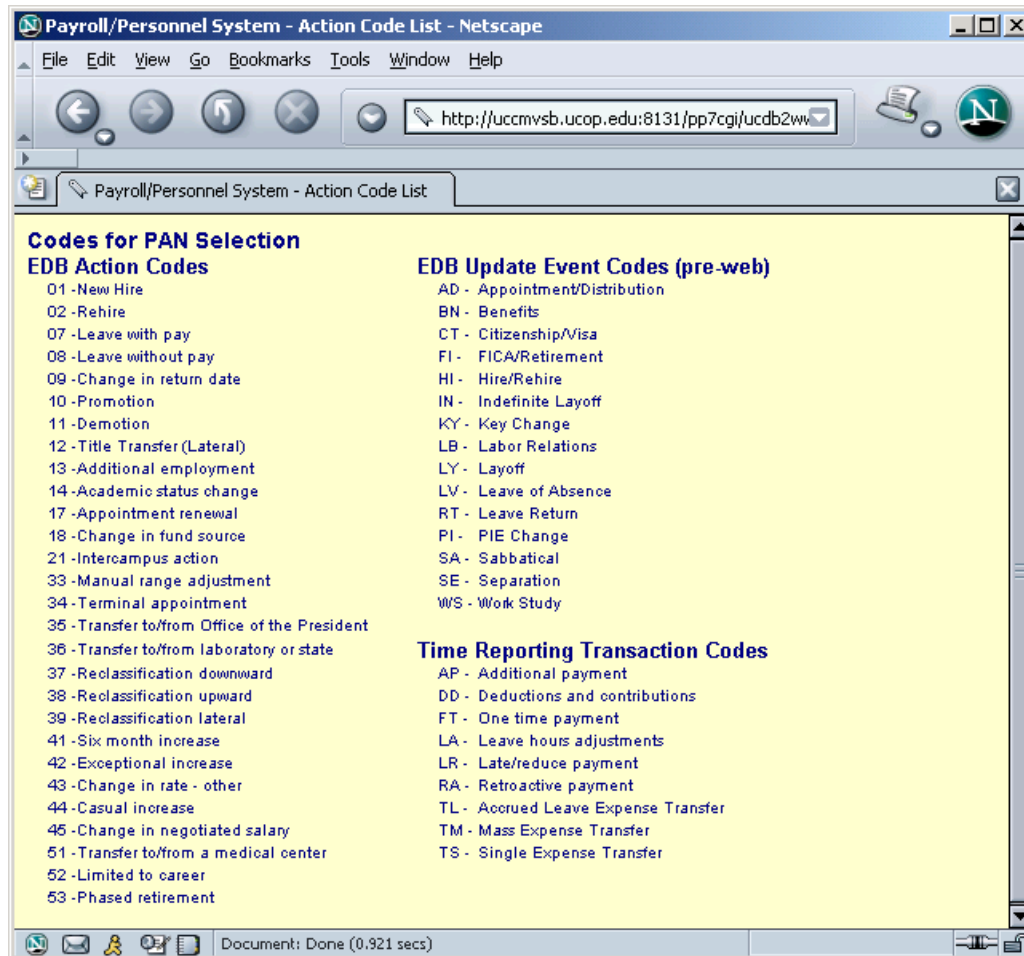
Not used at UCSC

Notification Selection



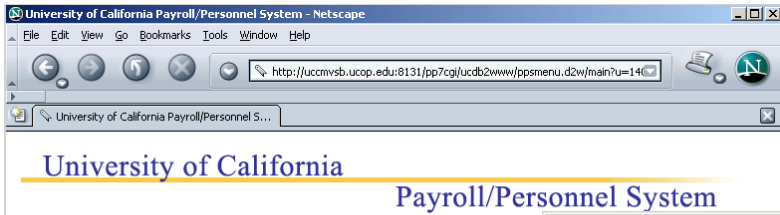
Notification Selection

Code List

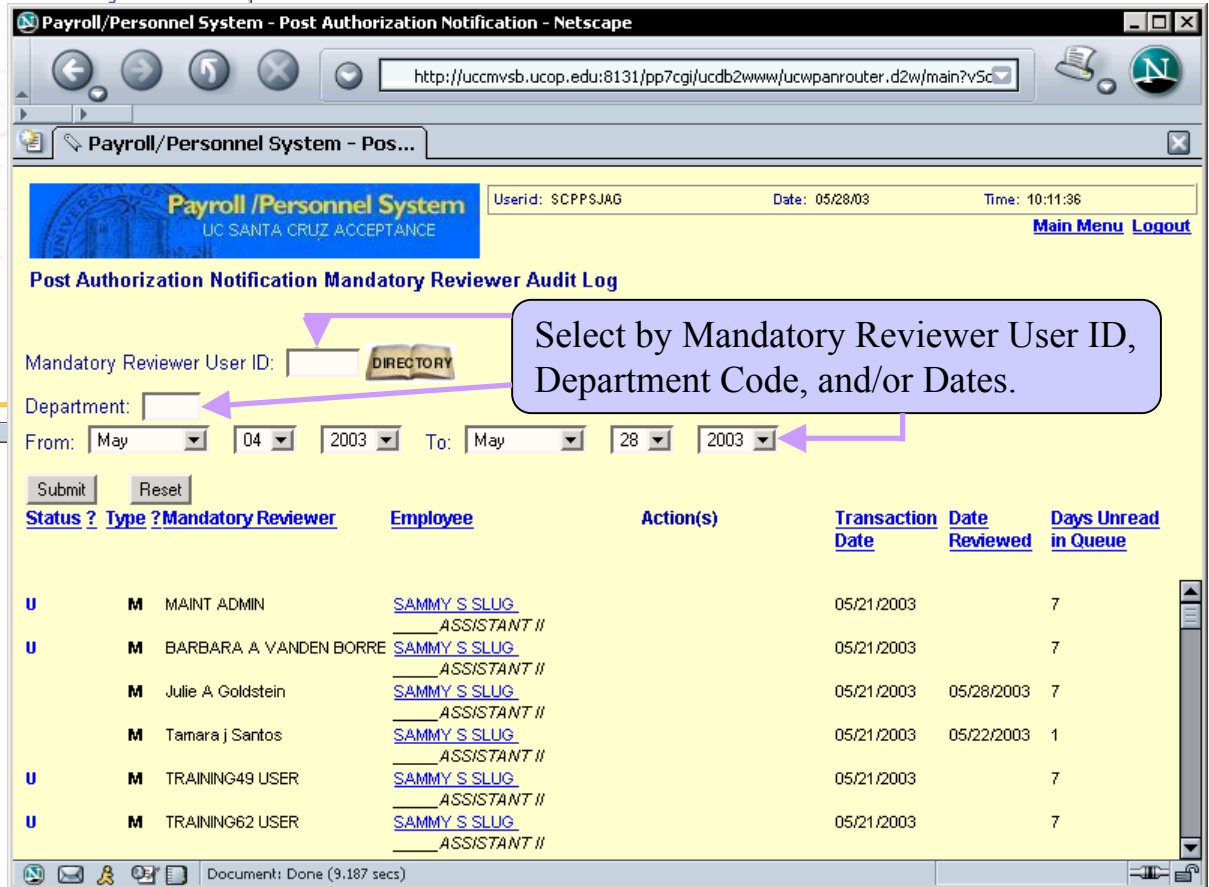


Audit Review

Special access required to view Audit Log.



Note: When you click on the *Audit Review* link in the Main Menu, the system will automatically do a search for PANs generated the current day. Once this search comes up, you can modify the search criteria at the top of the screen and **Submit** a new search request.



Select by Mandatory Reviewer User ID, Department Code, and/or Dates.

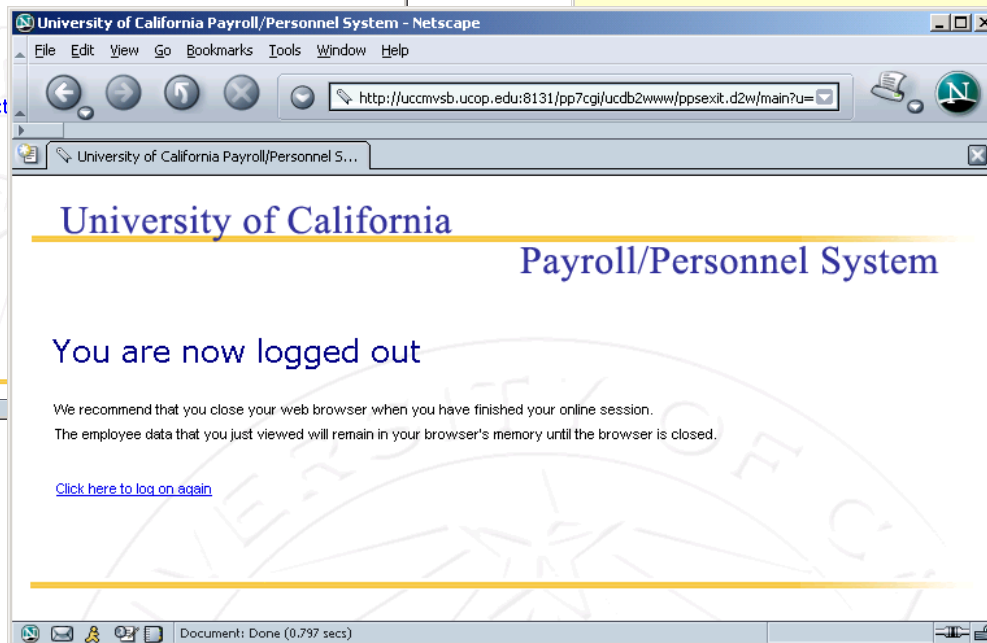
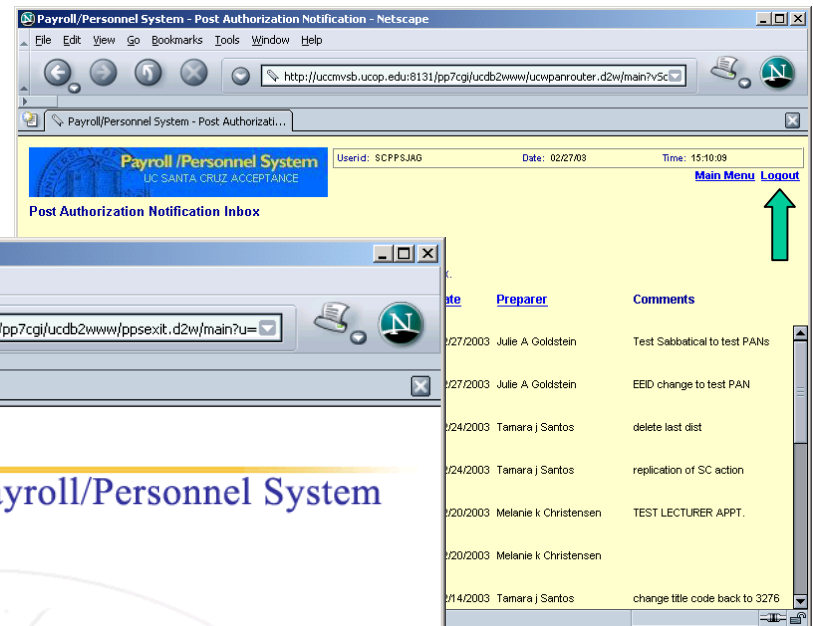
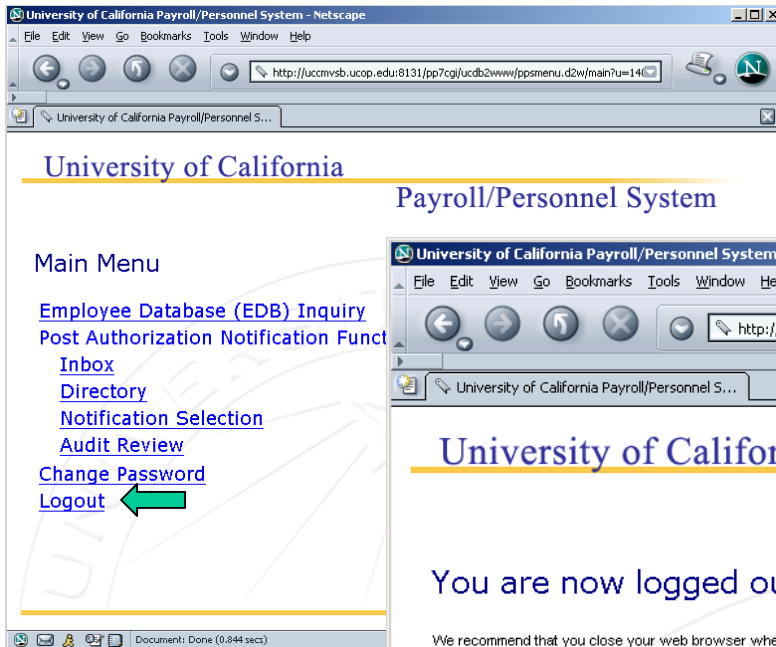
Summary of Web PAN Enhancements

- Enhanced PAN review selection process
 - ✓ By action code
 - ✓ By Employee ID
- Modified directory includes additional information on preparers and reviewers
- Provide email notification that PANs have been generated for the reviewer
- Provide central audit review of mandatory reviewer activity
- Reviewer can add comments to PAN

Logging Out

From the Main Menu

From within any function



Always log out of PPS before closing your browser, and always close your browser after logging out of PPS!

Overview of CICS PAN Enhancements

- PAN Enhancements release also makes changes to CICS
- Modification of PAN Preparation Process
 - ✓ Preparer can mark the notification as “urgent” for review
 - ✓ Preparer can flag one of the mandatory reviewers as the “primary reviewer”
- Create a standard format for PAN events
 - ✓ The same five sections that are in the web PANs

PAN Preparation

Mark PAN as “urgent”

uccmysb.ucop.edu - TN3270/TN5250 Connection

Session Edit View Commands Script Help

UCECOM0-E1415 SCT PostAuth Notify 03/03/03 15:59:00
Comments Entry Userid: SCPPSJAG
Page 01 of 01

Employee: PETER P PAN Preparer: Julie A Goldstein
ID: 010000120 Phone: () 459-5541
Action: 17-Appointment Renewal Email: julieg@ucsc.edu

----- Comments -----
Priority: u
SCPPSJAG extension of appt 10 & distrib 11 to generate test PAN

**R - Regular Priority
(default is R)
U - Urgent Priority**

Next Func: _____

====>

F: 1-Help 3-Return 4-Print 5-Update
F: 9-Jump 10-NotfPrep 11-Detail 12-Exit

Line 10 Column 13

PAN Preparation

Flag “primary reviewer”

```
uccmvsb.ucop.edu - TN3270/TN5250 Connection
Session Edit View Commands Script Help
UCENPR0-E1415          SCT PostAuth Notify          03/03/03 16:09:47
                        Notification Preparation      Userid: SCPPSJAG
                                                Page: 03 of 03

Employee: PETER P PAN          Preparer: Julie A Goldstein
      ID: 010000120           Phone: ( ) 459-5541
      Action: 17-Appointment Renewal      Email: julieg@ucsc.edu

----- Reviewers -----
C UserID      Type  Primary
-----Email-----
SCTRN67      M    -      TRAINING67 USER
pps_office@ucsc.edu
SCPPSJAG     M    p      Julie A Goldstein
julieg@ucsc.edu
SCSSDNLW    M    █      Nancy WOODLING Eder
nancy@zzyx.ucsc.edu

-----
Next Func: ____

====>
F: 1-Help      3-Return      4-Print      5-Update      6-Directry
F: 7-Backward  9-Jump        10-Comments  11-Detail     12-Exit

Line 15 Column 41
```

**P-Primary Reviewer
(default is blank)**

PAN Format in CICS

1

```
uccmysb.ucop.edu - TN3270/TN5250 Connection
Session Edit View Commands Script Help
UCIARV0-I0863      SCT PostAuth Notify      03/03/03 16:11:09
                   Activity Review      Userid: SCPPSJAG
                                     Page 01 of 04
Date: 03/03/03 Time: 16:10:39
Top *****
-----
Employee and Preparer Information
-----
Employee: PETER P PAN      Preparer: Goldstein, Julie A
ID: 010000120              Phone: ( ) 459-5541
Action: 17-Appointment Renewal      Email: julieg@ucsc.edu
-----
Comments
-----
Preparer: SCPPSJAG
Extended appt 10 & distrib 11 to generate test PAN
-----
General Information
-----
Home Dept: 000900 TRAINING ONLY      Emp Rel Cd: E-Other
Emp Rel Un: CX-CUE Clerical
Hir: CX-AFSCME Clerical
EUC: CX-AFSCME Clerical
Student Status: 1-Not Registered      EREP: C-Covered
Registered Units: BELI: 1-Full Benefits
Retirement: U-UCRP      Derived BELI: 1-Full Benefits
Next Func: █
U0003 Invalid function key
====>
F: 1-Help      3-Return      4-Print      6-FwdNotif
F:      8-Forward      12-Exit
-----
Line 20 Column 13
```

Sec 1 – Employee & Preparer Info

Sec 2 – Comments

Sec 3 – General Information

2

```
uccmysb.ucop.edu - TN3270/TN5250 Connection
Session Edit View Commands Script Help
UCIARV0-I0863      SCT PostAuth Notify      03/03/03 16:11:59
                   Activity Review      Userid: SCPPSJAG
                                     Page 02 of 04
App: PPP Tran: SRNW Userid: SCPPSJAG Date: 03/03/03 Time: 16:10:39
FICA Elig: E-ORSDI & Medicare      BELI Eff Date: 08/01/95
Ret/FICA Derive: Y-Elig Auto Derive      Status Qual 1/2:
Citizenship: C-U.S. Citizen      Next Review Type: 2-Merit Increase
Visa Type:      Next Review Date: 07/96
Work Permit End Date:      Probationary End:
Separation Date:      LOA Begin Date:
Last Day on Pay Status:      LOA Return Date:
Destination:      LOA Reason:
Separation Rsn:
-----
Appointment and Distribution Information
-----
*Action: 17 Appointment Renewal
*Action: 50 Other Distribution Action
10) 4724      ASSISTANT I      Dept: 50 SCI ADMIN      FLSA: Non-Ex
Next Func: █
====>
F: 1-Help      3-Return      4-Print      6-FwdNotif
F: 7-Backward      8-Forward      12-Exit
-----
Line 20 Column 13
```

Sec 4 – Appt & Distrib Info

PAN Format in CICS

Continued

3

```
uccmvsb.ucop.edu - TN3270/TN5250 Connection
Session Edit View Commands Script Help
UCIARV0-I0863          SCT PostAuth Notify      03/03/03 16:12:18
                      Activity Review          Userid: SCPPSJAG
                                           Page 03 of 04
App: PPP Tran: SRNW  Userid: SCPPSJAG  Date: 03/03/03  Time: 16:10:39
+Term of Service: 08/01/95 to 07/31/03  % Time: .75 Grade: TUC: CX LV: A
-                                06/30/03
  Personnel Program: Prof/Staff Appt Type: Career      Basis:      Paid Over:

11) Pay Category: REG-REGULAR      $1,796.00 Monthly      St: 1.0
+at 75.00% Fixed      Time, effective 08/01/95, with an end date of 07/31/03
-                                06/30/03
  from account 7-405002-  -19900-  -2

Sec 5 - List of Reviewers
-----
Name                               UserID or e-mail      -Type- -Status-
Next Func: █

====>
F: 1-Help      3-Return      4-Print      6-FwdNotif
F: 7-Backward  8-Forward      12-Exit

Line 20 Column 13
```

4

```
uccmvsb.ucop.edu - TN3270/TN5250 Connection
Session Edit View Commands Script Help
UCIARV0-I0863          SCT PostAuth Notify      03/03/03 16:12:31
                      Activity Review          Userid: SCPPSJAG
                                           Page 04 of 04
App: PPP Tran: SRNW  Userid: SCPPSJAG  Date: 03/03/03  Time: 16:10:39
MAINT ADMIN                MNTADM                M      N
BARBARA A VANDEN BORRE    MNTBYB                M      N
Cathy L Schoenfeld        SCPPERCLS             M      N
Tamara j Santos           SCPPSTJS              M      N
TRAINING49 USER           SCTR49                M      N
TRAINING62 USER           SCTR62                M      N
TRAINING63 USER           SCTR63                R      N
TRAINING66 USER           SCTR66                R      N
TRAINING67 USER           SCTR67                M      N
Julie A Goldstein         SCPPSJAG              M-P   Y
Nancy WOODLING Eder       SCSSDNLW              M      N
***** Bottom *****

Next Func: █

====>
F: 1-Help      3-Return      4-Print      12-Exit
F: 7-Backward

Line 20 Column 13
```

Designated as primary mand. reviewer

Changes to IDIR in CICS

- Modified directory includes additional information on preparers and reviewers:
 - ✓ Employee ID
 - ✓ Office Phone
 - ✓ Email Address
 - ✓ Department Code
 - ✓ Department Name
- IDIR is no longer case sensitive.
- Search by last name only.
 - ✓ F7 Backward and F8 Forward to refine search

View of Enhanced Directory in CICS

```
uccmvsb.ucop.edu - TN3270/TN5250 Connection
Session Edit View Commands Script Help
UCIDIR0-I1415          SCT PostAuth Notify          05/28/03 11:04:00
                        Directory                    Userid: SCPPSJAG

C Name                Email Address
UserID   EmployeeID  Phone   Department  Routing Code
- Aebersold, Nancy A  nancyaae@ucsc.edu
SCACPNAA 714029543    4593891 000445 CENTRAL BUS OPR
- Aja, Kathryn M     kmaja@ucsc.edu
SCCAGKMA 741969888    4593341 000732 DIV SOC SCI
- Allison, Celena S  celena@ucsc.edu
SCPERCSA 775987438    4595252 000765 FIN-SAFETY SVCS
- Altamirano, Raul D  raltamir@ucsc.edu
SCREGRDA 780163531    4591358 000718 REGISTRAR
- Antonino, Robert C  rcantoni@ucsc.edu
SCSHSRCA 747562298    4595623 000743 STU HEALTH SERV
- Aranda, Ylida L    laranda@ucsc.edu
SCCLGYLA 738293051    4602154 000622 COLLEGES & HOUS

Search: Last Name: █
Next Func: _____
P0639 No Matches
====>
F: 1-Help          3-PrevMenu  4-Print
F:                 8-Forward   9-Jump      12-Exit
```

Not used at UCSC