

GETTING STARTED

USING THE MANUAL

The Defense Civilian Pay System (DCPS) User Manual is created to assist the user, Payroll Office (PRO), Customer Service Representative (CSR), Time and Attendance (T&A), Human Resource Office (HRO) and Remote Disbursing Office (RDO), in utilizing the DCPS system effectively. The manual has been grouped into sections based on the individual functions and includes a dictionary, reference guides/job aids.

Take time to review the manual, familiarize yourself with the new layout. Menus are located at the beginning of the applicable section. Your manual contains menus based on your user type, with the Payroll Office user receiving copies of all menus.

Each user type receives portions of the manual that cover their functions. Some portions of the manual are sent to all users, with the Payroll Office user receiving a complete manual. Page numbers are not in sequence for manuals sent to users other than the Payroll Office, due to the layout of the complete manual. The individual Section Tables of Contents list the page numbers of the manual or 'not available' for the specific user type.

USER TYPE

There are seven types of users identified in this manual, Payroll Office (PRO), Customer Service Representative (CSR), Combined Duties Representative (CDR), Time and Attendance (T&A), Human Resource Office (HRO), Remote Disbursing Office (RDO) and Accounting Technician (ACCT). Each user type has specific functions, certain ones may be the responsibility of multiple users.

The Payroll Office users can perform all on-line DCPS functions identified in this manual, depending on the individual user's security level authorization type. There are twelve authorization types for PRO users; MER clerk (M), T&A clerk (T), Technician (K), Supervisor (S), Tables maintenance (P), Retirement (R), View (V), Health Tech (H), Debt Tech (B), TSP Tech (G), PDS Recon Tech (E) and Leave Buyback Tech (U). Access to the various menu options is based on the authorization type of the user.

Customer Service Representative (CSR) users process specific non-SF50 employee data (address, bonds, union, allotments, charity, taxes, NGAUS insurance, accounting classification), utilize on-line inquiries, and perform limited reference tables maintenance, depending on the individual user's security level authorization type. There are three authorization types for CSR users; MER clerk (M), Tables maintenance (P), and View (V). Access to the various menu options is based on the authorization type of the user.

Combined Duties Representative (CDR) users process specific non-SF50 employee data (address, bonds, union, allotments, charity, taxes, NGAUS insurance, accounting classification), utilize on-line inquiries, and perform limited reference tables maintenance, depending on the individual user's security level authorization type. The CDR users also input work schedule changes and time and attendance for both retroactive and current pay periods. There are four authorization types for CDR users; MER clerk (M), T&A clerk (T), Tables maintenance (P), and View (V). Access to the various menu options is based on the authorization type of the user.

Time and Attendance (T&A) users input work schedule changes and time and attendance for both retroactive and current pay periods, they only have access to system capabilities associated with time and attendance, depending on the individual user's security level authorization type. There are two authorization types for the T&A users; T&A clerk (T) and Certifier (C).). Access to the various menu options is based on the authorization type of the user.

Human Resource Office (HRO) users process specific employee data, leave bank data, and utilize on-line inquiries, depending on the individual user's security level authorization type. There are three authorization types for the HRO user; MER clerk (M), Leave Bank (L), and View (V). Access to the various menu options is based on the authorization type of the user.

Remote Disbursing Office (RDO) users are currently located overseas. At these offices will be a Deputy Disbursing Officer (DDO) who is deputy to the Disbursing Office that supports the Payroll Office in the continental U.S. Within remote disbursing operations there is a function performed by a "Secondary" Remote Disbursing Office, that does not have a deputy and is independent of the Disbursing Office that supports the Payroll Office. Only the "Deputy" Remote Disbursing Offices have DCPS print capability. There is only one authorization type for the RDO user, RDO clerk (D). This authorization type has access to all the options available on the Remote Disbursing Reports Menu.

Accounting Technician (ACCT) users have update and view access to specific employee and accounting data. The access is to all employees in a particular database. There is only one authorization type (J).

SETTING SECURITY

There are eight (8) levels or points of entry into DCPS that identify what type of user is signing on. Depending on what kind of user signs on, the system will display different main menus and allow access to different records.

1. Payroll office user - display DPCS MAIN MENU after signon
2. CSR user - display DCPS MAIN MENU - CUSTOMER SERVICE REPRESENTATIVE after signon
3. T/A user - display TIME AND ATTENDANCE MENU after signon
4. Combined Duties CSR/T/A user - display DCPS MAIN MENU - CUSTOMER SERVICE REPRESENTATIVE after signon
5. Certifier user - display TIME AND ATTENDANCE MENU after signon
6. Security Officer (SSO) CSR user - display DCPS MAIN MENU - DEP SECURITY OFFICER after signon
7. Personnel user - display DCPS PERSONNEL MAIN MENU after signon
8. Remote Disbursing Office user - display REMOTE DISBURSING REPORTS MENU after signon
9. Accounting Technician user - display DCPS ACCOUNTING DATA INQUIRY MAIN MENU after signon

A level is identified by the SEC-AUTH-DEP-USER-IDC field on the user's SECURITY MASTER record.

Payroll office	SEC-AUTH-DEP-USER-IDC = 'N' or spaces
CSR	SEC-AUTH-DEP-USER-IDC = 'E'
T/A	SEC-AUTH-DEP-USER-IDC = 'T'
CDR	SEC-AUTH-DEP-USER-IDC = 'B'
Certifier	SEC-AUTH-DEP-USER-IDC = 'C'
SSO CSR	SEC-AUTH-DEP-USER-IDC = 'A'
Personnel (HRO)	SEC-AUTH-DEP-USER-IDC = 'P'
RDO	SEC-AUTH-DEP-USER-IDC = 'D'
ACCT	SEC-AUTH-DEP-USER-IDC = 'V'

If at a remote site, the SITE-ACT and SITE-IDC will be filled in. Only Certifiers and Payroll office users will have these two fields left blank (will be zero-filled by system).

The AUTHORIZATION record, which is directly related to the SECURITY MASTER record, further identifies what records a user is authorized to update and the type of records (T/A, MER, etc.) he/she is authorized for. The level (Payroll Office, CSR, etc.) restricts access to specific options.

AUTH-TYPE: - a one position field which identifies what type of authorization a user has
AUTH-NO - up to a 13 position field which identifies which record a user has authorization to (PAY-BLK, TA- GROUP, ACTIVITY, ACTIVITY/ORGANIZATION, CSR GROUP)

The following is a list, by level type, of the various valid authorizations.

DCPS SECURITY

Dep User IDC	Auth Type	User Type	Authorization	Displayed Menu	Allowed Selection
N or Space	S	PRO Supervisor		Main Menu	All
N or Space	M	PRO MER Clerk	Pay Block	Main Menu	2,3,4,5,6,11
N or Space	T	PRO T&A Clerk	Pay Block	Main Menu	3,6,11
N or Space	K	PRO Technician	Pay Block	Main Menu	1,2,11
N or Space	P	PRO Tables		Main Menu	6,8,9,11
N or Space	R	PRO Retirement Clerk		Main Menu	6,10,11
N or Space	V	PRO View Only		Main Menu	6, 11
N or Space	H	PRO Health Tech		Main Menu	1,6,11
N or Space	B	PRO Debt Tech		Main Menu	2,4,6,11
N or Space	G	PRO TSP Tech		Main Menu	1,2,4,6,11
N or Space	E	PRO PDS Recon Tech		Main Menu	1,2,6,11
N or Space	U	PRO Leave Buy Back Tech		Main Menu	3,6
E	M	CSR MER Clerk	"All" or CSR Site	CSR Main Menu	1,2,3,5,6,8
E	P	CSR Tables		CSR Main Menu	3,4,5
E	V	CSR View	"All" or CSR Site	CSR Main Menu	3,5,6,8
B	M	CDR MER Clerk	"All" or CSR Site	CSR Main Menu	1,2,3,5,6,8
B	T	CDR T&A	"All" or CSR Site	CSR Main Menu	3,5,7
B	V	CDR View	"All" or CSR Site	CSR Main Menu	3,5,6,8
B	P	CDR Tables		CSR Main Menu	3,4,5
A	A	Remote Site SSO	Site ID - T&A or CSR	DEP Security Menu	1-5

P	M/L	HRO Clerk	CSR Group or "All" within CSR Site	HRO Main Menu	1-14
P	V/L	HRO View	CSR Group or "All" within CSR Site	HRO Main Menu	8-14
D	D	RDO Clerk	RDO Site	RDO Reports Menu	1-8
T	T	T&A Site Clerk	TA-Group or "All" within TA-Site	T&A Main Menu	1-11
C	C	T&A Site Certifier	T&A Site	T&A Main Menu	1-12
V	J	Accounting		DCPS Acctg Data Main Menu	1-5 1 & 5 View Only

ACCOUNTING TECHNICIAN MENUS

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DCPS ACCOUNTING DATA

PURPOSE: This menu presents the DCPS inquiry functions available to Accounting personnel for maintenance and viewing accounting classification records and locating employee, employing activity and accounting activity information.

**ACCESS/
MENU:** ACCT: View
DCPS Accounting Data Inquiry Main Menu, select appropriate option

SCREEN:

<p>DCPS ACCOUNTING DATA MAIN MENU</p> <p>1. EMPLOYEE LOCATOR</p> <p>2. EMPLOYEE LEVEL ACCOUNTING CLASSIFICATION</p> <p>3. ORGANIZATION LEVEL ACCOUNTING CLASSIFICATION</p> <p>4. EMPLOYING ACTIVITY LEVEL ACCOUNTING CLASSIFICATION</p> <p>5. ACCOUNTING ACTIVITY ADDRESS</p> <p>ENTER OPTION # OR <PF24> TO LOGOFF: _____</p>
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1. EMPLOYEE LOCATOR: Accesses the screen that displays a selected employee's name, pay block, activity, and organization. For further information see Section D, Chapter 7.
2. EMPLOYEE LEVEL ACCOUNTING CLASSIFICATION: Accesses the screen used to add, change or view an employee's accounting classification data. For further information see Section D, Chapter 2.
3. ORGANIZATION LEVEL ACCOUNTING CLASSIFICATION: Accesses the screen used to add, change, delete or view the accounting classification records for an organization. For further information see Section C, Chapter 2.
4. EMPLOYING ACTIVITY LEVEL ACCOUNTING CLASSIFICATION: Accesses the screen used to add, change, delete or view the accounting classification records for an employing activity. For further information see Section C, Chapter 2.

5. ACCOUNTING ACTIVITY ADDRESS: Accesses the screen used to add, change or delete the accounting activity address, will allow view access only from this option. For further information see Section C, Chapter 2.

ACCOUNTING CLASSIFICATION

PURPOSE: The Accounting Classification Screen is used to add, change or view an employee's Accounting Classification data. The Accounting Classification is used to report charges for gross pay and employer contribution.

ACCESS/

MENU:

PRO: Add and change
 DCPS Main Menu, select Employee Data Menu, then select Employee Accounting Classification.

View
 DCPS Main Menu, select On-line Inquires Menu, select Accounting Data, then select Employee Level Accounting Classification.

CSR: Add and change
 DCPS Main Menu - Customer Service Representative, select Employee Data Menu, then select Employee Accounting Classification.

View
 DCPS Main Menu – Customer Service Representative, select On-line Inquires Menu, select Accounting Data, then select Employee Level Accounting Classification.

ACCT: Add, Change and View
 DCPS Accounting Data Main Menu, select Employee Level Accounting Classification.

SCREEN:

ACCOUNTING CLASSIFICATION		
EMPLOYEE ID _____	EMPLOYEE NAME	
DATE EFFECT _____		
DATE END _____		
DEPARTMENTAL REPORTER _____	ACCOUNTING ACTIVITY _____	
DEPARTMENT CODE __	TRANSFER DEPARTMENT __	FISCAL YEAR __
BASIC SYMBOL _____	LIMITATION/SUBHEAD _____	
FUND CODE __	ASN/OBAN/BCN _____	PROGRAM YEAR _
OAC __	MFP/BPAC/PROJ CD _____	PEC _____
RC/CC _____	ESP __	EEIC SHRED __
ASSIGNED: JOB ORDER _____	COST CENTER _____	PERF CODE _____

FIELDS:

FIELD DESCRIPTION:

EMPLOYEE ID

EMPLOYEE IDENTIFICATION (Required)
This is the employee's Social Security Number (SSN).

EMPLOYEE NAME

EMPLOYEE NAME (Display Only)
This is the employee's name as it appears on the MER.

DATE EFFECT

DATE EFFECTIVE (Required)
For a new hire, this is the date the employee's Notification of Personnel Action (SF50) is effective. Otherwise, this is the effective date of the change in Accounting Classification.

Current Date Effective. The accounting classification will accept current pay period effective dates.

Prior Date Effective. This process also accepts prior effective dates.

Future Date Effective. This process will accept future effective dates.

DATE END

DATE END (Optional)
This is the date after which the Accounting Classification no longer applies to the employee's gross pay and employer contributions.

DEPARTMENTAL REPORTER

DEPARTMENTAL REPORTER (Required)
This is the identification code of the recipient of the departmental gross pay data. The Departmental Reporters recognized by DCPS are: DFASCL, DFASDE, DFASIN and values established by NSA for their use.

ACCOUNTING ACTIVITY

ACCOUNTING ACTIVITY (Required)
This is a six position alphanumeric code that identifies the accounting activity. The accounting activity must already be established on the address table.

DEPARTMENT CODE

DEPARTMENT CODE (Required)
This is a two position numeric code that identifies the agency to which an activity is assigned.

TRANSFER DEPARTMENT

TRANSFER DEPARTMENT (Optional)

This is a two position numeric code that identifies the department transferring the appropriation.

FISCAL YEAR

FISCAL YEAR (Required)

This is a one position alphanumeric code containing the Fiscal Year for the accounting period. The period begins October 1st and ends September 30th of the following year.

BASIC SYMBOL

BASIC SYMBOL (Required)

This is a four position code designating type of fund or major purpose of the appropriation.

LIMITATION/SUBHEAD

LIMITATION/SUBHEAD (Optional)

This is a four position numeric code used to identify the limitation level below the appropriation level.

FUND CODE

FUND CODE (Optional)

This is a two position numeric functional category code designating an appropriation.

ASN/OBAN/BCN

**ALLOTMENT SERIAL NUMBER/
OPERATING BUDGET ACCOUNT NUMBER/
BUREAU CONTROL NUMBER (Optional)**

The Allotment Serial Number is a code assigned by an operating agency to identify a subdivision of funds.

The Operating Budget Account Number is Assigned by the operating agencies to identify a subdivision of funds.

The Bureau Control Number identifies the allotment or operating budget.

PROGRAM YEAR

PROGRAM YEAR (Optional)

Designates the year for continuing appropriation.

OAC

OPERATING AGENCY CODE (Optional)

This represents a major high-level organizational unit to which funds are allocated.

MFP/BPAC/PROJ CD

**MAJOR FORCE PROGRAM/
BUDGET PROGRAM ACTIVITY CODE/
PROJECT CODE (Optional)**

The Major Force Program represents the first level of the Five-Year Defense Program Structure.

The Budget Program Activity Code is established for classification below appropriation level to identify major budget programs and activities.

The Project Code is a further subdivision of the Budget Program.

PEC

PROGRAM ELEMENT CODE (Optional)

This is an element of the DOD Five-Year Defense Program representing a combination of personnel, equipment and facilities which together constitute a specific identifiable capability or support activity.

RC/CC

**RESPONSIBILITY CENTER/COST CENTER
(Optional)**

This code identifies organization, subordinate unit, successive level of responsibility and their cost account.

ESP

EMERGENCY SPECIAL PROJECT CODE (Optional)

This is a code used to identify a special project within a particular Responsibility Center/Cost Center.

EEIC SHRED

**ELEMENT OF EXPENSE INVESTMENT CENTER
SHRED (Optional)**

This code identifies the nature of services and items acquired for immediate expense or investment.

ASSIGNED:

JOB ORDER

JOB ORDER (Optional)

This is the Job Order assigned to an employee to report charges for Gross Pay and Employer Contribution.

COST CENTER

COST CENTER (Optional)

This is the Cost Center assigned to an employee to report charges for Gross Pay and Employer Contribution.

PERF CODE**PERFORMANCE CODE (Optional)**

This is the Performance Code assigned to an employee to report charges for Gross Pay and Employer Contribution.

SYSTEM PROCESSING ON-LINE:

1. Multiple Records. An employee may have multiple Accounting Classification Records. If multiple Accounting Records are in effect for the current pay period, each Accounting Classification Record will be applied to the appropriate daily transaction. The Accounting Classification Record in effect for Retro transactions will be used.
2. Accounting Classification Records. If Accounting Classification data at the Employee Level has not been provided prior to the execution of Gross Pay Reconciliation, the Accounting Classification data at the Organization Level will be used to report the employee's charges for gross pay and employer contributions. If the Organization Level Accounting Classification data is not present, the data at the Employing Activity Level will be used. In conclusion, if the employee level accounting classification data is not present, the system will default to the data at the Organization Level Accounting Classification Record. If the Organization Level Accounting Classification data is not present, the system will default to the data at the Employing Activity Level Accounting Classification Record. If the employee's status indicator is 'A' (Active) or 'R' (Reactivated), input of Accounting Classification is allowed. If the employee's status indicator is 'I' (Inactive) or 'S' (Suspended), input of Accounting Classification data is not allowed.
3. Date End. The system will date end the existing Accounting Classification Record when a new record is added. When an employee changes activities or separates, the system will date end the existing Accounting Classification Record.
4. Validation. Updates to Accounting Classification data at the Employing Activity, Organization and Employee Level will be validated against the Accounting Validation Table for the following fields: Departmental Reporter, Accounting Activity, Department Code, Transfer Department, Fiscal Year, Basic Symbol, Limitation/Subhead, Fund Code, and Bureau Control Number (for Department Code = "17" Navy only). If no match is found for above fields on the Accounting Validation Table, all fields will be highlighted and will be incumbent upon user to make necessary changes.
5. Appropriation. The appropriation is composed of 13 positions which include the following elements: Department code, transfer department, fiscal year, basic symbol, and limitation/subhead (ie, 57 534000000, 21 520200000, or 97 X49305F20).

SYSTEM PROCESSING BATCH:

File Interface: Accounting Classification data may also be updated via the Accounting Classification Changes interface file, containing accounting classification data at employee, organization, and employing activity levels. The Accounting Classification Changes file is provided to the Accounting Activity or a Departmental Reporter upon request, updated and resubmitted to DCPS. When the interface file is processed by DCPS specific accounting classification data (see paragraph 4) will be validated against the Accounting Validation Table prior to updating Accounting Classification Records in DCPS. Accounting Classification data may be updated in this manner as frequently as necessary.

NOTE: When making changes to the Accounting Classification data, it is recommended that the current pay period beginning date be used.

RETRO PROCESSING:

Entry on this screen does not initiate retro process.

REPORTS:

Entry on this screen does not impact reports.

MANUAL PROCESSES:

Accounting Classification Date End.

1. When a new Accounting Classification Record (ACR) is added, or when the employee changes activities or separates, the system date ends the old ACR. The system will not allow deletion of the 'Date End' date even though there may be several erroneous records. To correct this situation the Payroll Office needs to contact the TSOPE Customer Contact Center to request assistance in deleting the incorrect Accounting Classification Records.

2. An employee has a single Accounting Classification Record (ACR) with the 'Date Effective' equal to one fiscal year and the 'Date End' equal to the following fiscal year. However, the activity wants the employee to have a separate ACR for each fiscal year. The following example explains how the activity may correct this situation. The employee has a single Accounting Classification Record (ACR) with the 'Date Effective' equal to 4/30/95 and the 'Date End' equal to 2/4/96. The activity needs another ACR for the new fiscal year. To correct this situation change the 'Date End' of the only existing ACR to 9/30/95. Then reaccess the ACR and enter the 'Date Effective' as 10/1/95 and the 'Date End' as 2/4/96. Make any other changes to the Accounting Classification Record as needed.

ON-LINE INQUIRIES MENU

PROCESS: This menu presents the options for viewing employee records, Payroll Office Tables, and Central Tables for research purposes.

**ACCESS/
MENU:** CSR: Personnel having security authorization for access to inquiries. DCPS Main Menu - Customer Service Representatives, select On-Line Inquiries Menu, then select appropriate option.

SCREEN:

ON-LINE INQUIRIES MENU	
1.	EMPLOYEE LOCATOR
2.	HISTORY (LEAVE, PAY, TIME)
3.	MASTER EMPLOYEE
4.	LEAVE ADJUSTMENT
5.	PAYROLL OFFICE TABLES MENU (VIEW ONLY)
6.	LEAVE BANK
7.	CENTRAL TABLES MENU (VIEW ONLY)
8.	OVERSEAS ALLOWANCES - ADVANCES/PAYMENTS/ADJUSTMENTS
9.	ACCOUNTING DATA
10.	CASH AWARDS
11.	BOND DETAILS

ENTER OPTION #, <PF1> TO EXIT OR <PF24> TO LOGOFF:___

1. EMPLOYEE LOCATOR: Accesses the screen that displays a selected employee's name, pay block, activity, and organization.
2. HISTORY (LEAVE, PAY, TIME): Accesses the screens that list options for viewing Master History data.
3. MASTER EMPLOYEE: Accesses the menu screen for viewing the entire Master Employee Record (MER) or sections of the MER.
4. LEAVE ADJUSTMENT: Accesses the screen used to view Leave Adjustments and/or Leave Audit Records for current and previous pay periods.
5. PAYROLL TABLES MENU (VIEW ONLY): Accesses the menu screen for viewing data that can vary between payroll offices.
6. LEAVE BANK: Accesses the screen used to view the amount of Leave Bank contributions and distributions.

7. CENTRAL TABLES MENU (VIEW ONLY): Accesses the menu screen for viewing data that is standard for all payroll offices.
8. OVERSEAS ALLOWANCES - ADVANCES/PAYMENTS/ADJUSTMENTS: Accesses the screen for viewing overseas allowance advances, payments, and adjustments.
9. ACCOUNTING DATA: Accesses the menu screen for viewing specific employee and accounting data.
10. CASH AWARDS: Accesses the screen for viewing cash award data.
11. BOND DETAILS: Accesses the screen for viewing an employee's individual bonds.

DCPS ACCOUNTING DATA

PURPOSE: This menu presents the DCPS inquiry functions available to Payroll and Customer Service Representative personnel for viewing accounting classification records and locating employee, employing activity and accounting activity information.

**ACCESS/
MENU:**

PRO: View
DCPS Main Menu, select On-line Inquires Menu, select Accounting Data option

CSR: View
DCPS Main Menu - Customer Service Representative, select On-line Inquires Menu, select Accounting Data option

SCREEN:

<p>DCPS ACCOUNTING DATA INQUIRY MAIN MENU</p> <p>1. EMPLOYEE LOCATOR</p> <p>2. EMPLOYEE LEVEL ACCOUNTING CLASSIFICATION</p> <p>3. ORGANIZATION LEVEL ACCOUNTING CLASSIFICATION</p> <p>4. EMPLOYING ACTIVITY LEVEL ACCOUNTING CLASSIFICATION</p> <p>5. ACCOUNTING ACTIVITY ADDRESS</p> <p>ENTER OPTION #, <PF1> TO EXIT OR <PF24> TO LOGOFF:____</p>
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1. EMPLOYEE LOCATOR: Accesses the screen that displays a selected employee's name, pay block, activity, and organization. For further information see Section D, Chapter 7.
2. EMPLOYEE LEVEL ACCOUNTING CLASSIFICATION: Accesses the screen used to add or change an employee's accounting classification data, will allow view access only from this option. For further information see Section C, Chapter 2.
3. ORGANIZATION LEVEL ACCOUNTING CLASSIFICATION: Accesses the screen used to add, change or delete the accounting classification records for an organization, will allow view access only from this option. For further information see Section C, Chapter 2.

4. EMPLOYING ACTIVITY LEVEL ACCOUNTING CLASSIFICATION: Accesses the screen used to add, change or delete the accounting classification records for an employing activity, will allow view access only from this option. For further information see Section C, Chapter 2.
5. ACCOUNTING ACTIVITY ADDRESS: Accesses the screen used to add, change or delete the accounting activity address, will allow view access only from this option. For further information see Section C, Chapter 2.

EMPLOYEE LOCATOR

PURPOSE: This inquiry is used by payroll office personnel and Customer Service Representatives to locate active and inactive employees on the payroll when only the social security number/Employee ID is known. Entry of the employee's SSN will display the name, pay block, activity and organization, multiple appointment indicator, CSR site information, T&A site information, employing activity address, previous payroll office, SSN, and DOD (if applicable) on the screen.

**ACCESS/
MENU:**

PRO: View
 DCPS Main Menu, select On-Line Inquiries Menu, then select Employee Locator.
 OR
 DCPS Accounting Data Inquiry Main Menu, then select Employee Locator.

CSR: View
 DCPS Main Menu - Customer Service Representative, select On-Line Inquiries Menu, then select Employee Locator.
 OR
 DCPS Accounting Data Inquiry Main Menu, then select Employee Locator.

HRO: View
 DCPS Main Menu, then select Employee Locator Inquiry.

ACCT: View
 DCPS Accounting Data Inquiry Main Menu, then select Employee Locator Inquiry.

SCREEN:

V001	P6105	EMPLOYEE LOCATOR	HH:MM MM/DD/YY
EMP ID - - - -			
NAME	PAY BLOCK	ACT	MULTIPLE APPT IDC
_____	_____	_____	_____
CSR: SITE ACT/SITE IDC/GROUP	T&A: SITE ACT/SITE IDC/GROUP		
_____	_____		
EMPLOYING ACTIVITY ADDRESS			
NAME	_____		
ADDRESS	_____		
CITY	_____		
STATE	_____		
ZIP CODE	_____		
PREVIOUS SSN USED - - -			
PREVIOUS DOB USED - / - / -			
PREVIOUS PRO NUMBER _____			

FIELDS:

FIELD DESCRIPTION:

EMP ID

EMPLOYEE IDENTIFICATION (Required)
This is a nine digit numeric code used to enter the employee's Social Security Number.

NAME

EMPLOYEE NAME (Display Only)
This is a 27 character alphanumeric code which contains the full name of the employee as reflected on the SF50. It is displayed in sequence by last name, first name, middle initial, and suffix.

PAY BLOCK

PAY BLOCK (Display Only)
This is a three digit numeric code which identifies a grouping of employee pay records by payroll clerk.

ACT

EMPLOYING ACTIVITY (Display Only)
This is a six character alphanumeric code which identifies the employing activity.

ORG

ORGANIZATION (Display Only)
This is a seven character alphanumeric code which identifies a locally assigned group within the employing activity.

MULTIPLE APPT IDC

MULTIPLE APPOINTMENT INDICATOR
This field identifies whether the employee has multiple appointments, and if so, whether SSN is a reporting or secondary indicator.

**CSR: SITE ACT/SITE IDC/
GROUP**

**CUSTOMER SERVICE
REPRESENTATIVE SITE ACTIVITY**
(Display Only)
This is a six digit numeric field used to identify the employing activity of the SCR site.

**CUSTOMER SERVICE
REPRESENTATIVE SITE** (Display Only)
This is an eight digit numeric field containing the six digit activity ID and the two digit site indicator.

CUSTOMER SERVICE GROUP (Display Only)
This is a four digit numeric field which identifies group of employees assigned to a customer service representative for employee data input.

**T&A: SITE ACT/SITE IDC/
GROUP**

**TIME AND ATTENDANCE SITE IDENTIFICATION
ACTIVITY (Display Only)**

This is a six digit alphanumeric field used to identify the Employing Activity of the Time and Attendance site submitting time and attendance.

**TIME AND ATTENDANCE SITE IDENTIFICATION
INDICATOR (Display Only)**

This is a four digit alphanumeric field used to identify the Time and Attendance site submitting time and attendance.

TIME AND ATTENDANCE GROUP (Display Only)

This is a two digit numeric field which identifies a group of employees assigned to a timekeeper for time and attendance input.

EMPLOYING ACTIVITY ADDRESS

NAME

NAME

The name of the employing activity.

ADDRESS

ADDRESS

This is the address of the employing activity.

CITY

CITY

This is the city where the employing activity is located.

STATE

STATE

This is the state where the employing activity is located.

ZIP CODE

ZIP CODE

This is the zip code of the city where the employing activity is located.

PREVIOUS SSN USED

PREVIOUS SSN USED

This is the employees previous SSN or Pseudo SSN if the SSN has been changed. If no changes have been made this element will be spaces.

PREVIOUS DOB USED

PREVIOUS DOB USED

This is the employees previous DOB if it has been changed.

PREVIOUS PRO NUMBER

**PREVIOUS PAYROLL OFFICE IDENTIFICATION
CODE (Display Only)**

This six character code identifies the "losing" payroll office when an employee's records are converted or transferred into a DCPS payroll office using the DCPDS/DCPS interface process.

SYSTEM PROCESSING ON-LINE:

1. Screen Use. The Employee Locator inquiry is used by the payroll office, personnel (HRO) and Customer Service Representatives (CSR) to locate an employee or locate specific information on the employee. The employee's name, pay block, activity, organization, multiple appointment indicator, CSR site information, T&A site information, employing activity address, previous SSN used, previous DOB, and previous payroll office number used will display on the screen.

a. The only allowed/required entry field is the SSN. All other codes are display only.

b. If the employee is active or temporarily reactivated, the data displayed will show the information from the MER, reflecting the current assignment.

c. If the employee is inactive, the data displayed will reflect the information in effect as of the pay period of separation. There will be an error message number 9008, stating that the employee is currently inactive.

d. If the employee's new hire action is suspended, the name, SSN, current activity, and organization will be displayed. The pay block is not shown.

e. The Employee Status Indicator Codes show the status of the employee's MER.

A - Active

I - Inactive

R - Temporary Reactivation

S - Suspended (New Hire processing could not be completed)

f. In this program, the Employee ID field remains unprotected at all times. This allows the user to key in the next SSN without having to refresh the screen (F13 not needed to call up the next employee).

2. Timing. This program may be used as required.

3. Messages. Any messages/errors will be displayed at the bottom of the screen.

EMPLOYING ACTIVITY RECORD

PURPOSE: These screens are used to add, change, delete, or view an Employing Activity Record, an Activity Record for DODEA, Professors, Deans, Naval Faculty employees, and Accounting Classification Records.

**ACCESS/
MENU:**

PRO: Add, change and delete
DCPS Main Menu, select Payroll Office Tables Maintenance Menu, then select Employing Activity Record.

View

DCPS Main Menu, select On-line Inquires Menu, select Accounting Data Inquiry, then select Employing Activity Level Accounting Classification

OR

DCPS Main Menu, select Payroll Office Tables Menu, then select Employing Activity Record.

CSR: Change selective data on existing records
DCPS Main Menu - Customer Service Representative, select Tables Maintenance Menu, then select Employing Activity.

View

DCPS Main Menu - Customer Service Representative, select On-line Inquires Menu, select Accounting Data, then select Employing Activity Level Accounting Classification

OR

DCPS Main Menu - Customer Service Representative, select On-line Inquires Menu, select Payroll Office Tables Menu (View Only), then select Employing Activity Record.

ACCT: Add, Change and View
DCPS Accounting Data Main Menu, select Employing Activity Level Accounting Classification.

SCREEN: Screen 1, is used to establish or view activities serviced by the payroll office. Screen 2, is used to add, change, or view the accounting classification for an activity. Screen 3, is used to establish or view information specific to DODEA, Professors, Deans, and Naval Faculty employees.

SCREEN 1, EMPLOYING ACTIVITY. Use PF10 to access Screen 2.

EMPLOYING ACTIVITY			
ACTIVITY		_____	
ACTION CODE (A,C,D)		_	
AGENCY CODE	__	MAJOR CLAIMANT CODE	__
BLANKET LEAVE ADVANCE IDC	-	T&A INPUT FREQUENCY	-
SHORE LEAVE ELIGIBILITY IDC	-	CREDIT HOUR CARRYOVER LIMIT	_____
SDA ACTIVITY	_____	LABOR IDC	-
CERTIFICATION IDC	-		

FIELDS:

FIELD DESCRIPTION:

ACTIVITY

EMPLOYING ACTIVITY (Required)

This is a six position alphanumeric code which identifies the employing activity.

The activity must already be established on the Address Table, before an Employing Activity Record can be added.

ACTION CODE

ACTION CODE (Required)

A = ADD

"A" is entered to add a new employing activity to the record.

"A" is not valid for Customer Service Representatives.

C = CHANGE

"C" is entered to make a change to any field in an existing record.

D = DELETE

"D" is entered to delete an existing employing activity record. You cannot delete an existing Activity Record if there are existing Organization Records for the employing activity. You must delete all existing Organization Records for the activity before the Employing Activity Record can be deleted.

"D" is not valid for Customer Service Representatives.

V = VIEW

A "V" will display in this field if the user has the capability of only viewing this screen.

"V" is not valid for Customer Service Representatives.

AGENCY CODE

AGENCY CODE (Required)

This is a two position alpha code which designates the federal government agency to which the activity is assigned.

This field is protected for Customer Service Representatives.

MAJOR CLAIMANT CODE

MAJOR CLAIMANT CODE (Required)

This is a two digit alphanumeric code which designates the Major Claimant to which the employing activity is assigned. See Section H for Major Claimant Codes.

This field is protected for Customer Service Representatives.

**BLANKET LEAVE
ADVANCE IDC**

**BLANKET LEAVE ADVANCE INDICATOR
(Required)**

This is a one digit numeric code which indicates how the activity allows annual leave to be advanced if the employee has an insufficient annual leave balance to cover the annual leave entered through T&A programs. The maximum advancement of annual leave that may be granted is the amount to be accrued through the end of the current leave year or temporary position not-to-exceed date, whichever is earlier.

Only code values of 1, 2, and 3 are valid for this field.

T&A INPUT FREQUENCY

INPUT CYCLE CODE (Required)

This is a one digit alpha code which indicates at what frequency employees in a specific activity report time and attendance. The input frequency code must be "D" or "W" if the labor indicator is "Y".

**SHORE LEAVE
ELIGIBILITY IDC**

**SHORE LEAVE ELIGIBILITY INDICATOR
(Required)**

This is a one position alpha code which indicates whether or not employees in a specific activity are eligible for shore leave.

**CREDIT HOUR
CARRYOVER LIMIT**

CREDIT HOUR CARRYOVER LIMIT (Required)

This is a two digit numeric field which is the number of credit hours an employing activity allows an employee with an Alternate Work Schedule Code of 1, 2, 3, 4, or 5 to carry into the next pay period. The hours must not be less than 0 or greater than 24.

SDA ACTIVITY

SOURCE DATA AUTOMATION IDENTIFICATION

This is a six position alphanumeric code which identifies the employing activity for which an automated front end time and attendance collection system is used.

This activity's time and attendance will be included on the SDA tape provided by the SDA Activity.

This field is protected for Customer Service Representatives.

LABOR IDC

LABOR INDICATOR

This is a flag to indicate if processing of daily labor extensions is required. If this indicator code is "Y", then the T&A input frequency code must be "D" or "W".

CERTIFICATION IDC

**CERTIFICATION INDICATOR
(DEFAULTS TO A BLANK SPACE)**

This is a one position alpha code that identifies whether or not an activity has selected to certify Time and Attendance.

SCREEN 2, ACCOUNTING CLASSIFICATION. This screen is used to input or view Accounting Classification Data. If adding a new Activity - this screen will be displayed automatically after Screen 1 is entered. To add another record, or change an existing one, press PF10 to access this screen after Screen 1 is displayed. Use PF2 and/or PF3 to access the accounting classification screen to be changed. To access Screen 1 from Screen 2, press PF12.

ACCOUNTING CLASSIFICATION					
EMPLOYING ACTIVITY	_____				
DATE EFFECT	_____				
DEPARTMENTAL REPORTER	_____				
ACCOUNTING ACTIVITY	_____				
DEPARTMENT CODE	__	TRANSFER DEPARTMENT	__	FISCAL YEAR	_
BASIC SYMBOL	____	LIMITATION/SUBHEAD	____		
FUND CODE	__	ASN/OBAN/BCN	_____	PROGRAM YEAR	_
OAC	__	MFP/BPAC/PROJ CD	_____	PEC	_____
RC/CC	_____	ESP	__	EEIC SHRED	__
ASSIGNED:	JOB ORDER	_____	COST CENTER	_____	PERF CODE

FIELDS:

FIELD DESCRIPTION:

EMPLOYING ACTIVITY

EMPLOYING ACTIVITY (Required)

This is a six position alphanumeric code which identifies the employing activity.

DATE EFFECT

DATE EFFECTIVE (Required)

This is the effective date of the Accounting Classification record for the employing activity. The date is entered month, day, and year.

DEPARTMENTAL REPORTER

DEPARTMENTAL REPORTER (Required)
This is the identification code of the recipient of the departmental gross pay data.

ACCOUNTING ACTIVITY

ACCOUNTING ACTIVITY (Required)
This is a six position alphanumeric code that identifies the accounting activity. The employing activity must already be established on the Address Table.

DEPARTMENT CODE

DEPARTMENT CODE (Required)
This is a two position numeric code which identifies the federal agency.

TRANSFER DEPARTMENT

TRANSFER DEPARTMENT
This is a two position code that identifies the department transferring the appropriation.

FISCAL YEAR

FISCAL YEAR
This is a one position numeric code containing the fiscal year for the accounting period. The period begins October 1st, and ends September 30th of the following year.

BASIC SYMBOL

BASIC SYMBOL (Required)
This is a four position code designating the type of funds or major purpose of the appropriation.

LIMITATION/SUBHEAD

LIMITATION SUBHEAD
This is a four position numeric code used to identify the limitation level below the appropriation level.

FUND CODE

FUND CODE
This is a two position numeric function category designating an appropriation.

ASN/OBAN/BCN

ALLOTMENT SERIAL NUMBER/OPERATING BUDGET ACCOUNT NUMBER/BUDGET CONTROL NUMBER

The Allotment Serial Number is assigned by an Operating Agency to identify a subdivision of funds.

The Operating Budget Account Number is assigned by the Operating Agency to identify specific funding points.

The Budget Control Number identifies the allotment or operating budget.

PROGRAM YEAR

PROGRAM YEAR

This is a one position code which designates the year for continuing appropriations.

OAC

OPERATING AGENCY CODE

This is a two position code representing a major high-level organizational unit to which funds are allocated.

MFP/BPAC/PROJ CD

MAJOR FORCE PROGRAM/BUDGET PROGRAM ACTIVITY CODE/PROJECT CODE

The Major Force Program represents the first level of the Five-Year Defense Program Structure.

The Budget Program Activity Code is established for classification below appropriation level to identify major budget programs and activities.

The Project Code is a further subdivision of the Budget Program.

PEC

PROGRAM ELEMENT CODE

This is an element of the DOD Five-Year Defense Program representing a combination of personnel, equipment, and facilities which together constitute a specific identifiable capability or support activity.

RC/CC

RESPONSIBILITY CENTER/COST CENTER

This code identifies organizations, subordinate units, successive levels of responsibility and their cost accounts.

ESP

EMERGENCY SPECIAL PROJECT CODE

This code identifies a special project within a particular responsibility center/cost center.

EEIC SHRED

ELEMENT OF EXPENSE INVESTMENT CENTER SHRED

This code identifies the nature of services and items acquired for immediate expense or investment.

ASSIGNED:

JOB ORDER

ASSIGNED JOB ORDER CODE

This is the job order assigned to report charges for gross pay and employer contribution.

COST CENTER

ASSIGNED COST CENTER

This is the cost center assigned to report charges for gross pay and employer contribution.

PERF CODE

ASSIGNED PERFORMANCE CODE

This is the performance code assigned to report charges for gross pay and employer contribution.

SCREEN 3, SCHOOL YEAR INFORMATION. This screen is used to input or view data specific to Department of Defense Education Agency (DODEA), Professors, Deans, and Naval Faculty employees. This information is used for accelerating the DODEA employees FEHB and FEGLI deductions; Professors, Deans, and Naval Faculty employees only have FEHB deductions accelerated. ENTER the Employing Activity on Screen 1. If all required data has been completed and processed on Screen 1, PRESS PF10 to display Screen 2, and then press PF10 again to display Screen 3. The PF2 and PF3 keys can be used on each screen to access multiple records of the same screen. To access Screen 2 from Screen 3 press PF12; press PF12 again to access Screen 1 from Screen 2.

SCHOOL YEAR INFORMATION						
ACTIVITY	ACTION CODE (A,C,D)					
D	SCHOOL YR:	BEG DT	END DT	WKEND IDC		
	WEEK DAYS:	CLASSROOM	SCHEDULED			
	CALENDAR DAYS:	TEACHERS	PRINCIPALS			
E			ORG	ORG DED	ORG DED	
F			CYCLE #	BEG DT	END DT	
G	DEDUCTIONS BEGIN DATE		1			
	DEDUCTIONS END DATE		2			
	FULL DEDUCTIONS IN SCHOOL YEAR		3			
SCHOOL YEAR	CALENDAR	EXCEPTIONS: __				
---	---	---	---	---	---	---
---	---	---	---	---	---	---
---	---	---	---	---	---	---
---	---	---	---	---	---	---
---	---	---	---	---	---	---

FIELDS:

FIELD DESCRIPTION:

ACTIVITY

EMPLOYING ACTIVITY (Required)
This is a six position alphanumeric code which identifies the employing activity.

ACTION CODE

ACTION CODE (Required)
A = ADD
"A" is entered to add DODEA, Professors, Deans, and Naval Faculty information for a previously established activity.

C = CHANGE

"C" is entered to make a change to any field in an existing record.

D = DELETE

"D" is entered to delete an existing record.

V = VIEW

A "V" will display in this field if the user has the capability of only viewing this screen.

SCHOOL YR: BEG DT

SCHOOL YEAR BEGINNING DATE (Required)

For DODEA, this is the beginning date of the DODEA school year.

For Professors, Deans, and Naval Faculty, this is the pay period end date of the first day of the fall term or session.

SCHOOL YR: END DT

SCHOOL YEAR ENDING DATE (Required)

For DODEA, this is the last day of the DODEA school year.

For Professors, Deans, and Naval Faculty, this is the pay period end date for which the Spring session/term ends.

SCHOOL YR: WKEND IDC

WEEKEND INDICATOR (Required)

This is a one position numeric field, which indicates the school 'weekends'.

CODE VALUE

1=Saturday/Sunday

2=Thursday/Friday

WEEK DAYS: CLASSROOM

CLASSROOM DAYS IN SCHOOL YEAR (Display)

This is set at 190 and protected. This is a three digit numeric field, which represents the number of days a teacher actually spends in the classroom.

WEEK DAYS: SCHEDULED

TOTAL DAYS IN SCHOOL YEAR (Display)

Based on the School Year calendar this is a system generated and protected field. This is a three digit numeric field, which represents the number of days between the beginning and ending dates excluding the school's weekends.

For DODEA, this is the total number of calendar days, Monday through Friday, starting with the first day of school and ending with the last day of school. This includes holidays and in-school breaks.

For Professors, Deans, and Naval Faculty, the number of days is not required. DCPS requires a value to be entered in this field; therefore, enter the number one "1".

**CALENDAR DAYS:
TEACHERS**

**NUMBER OF CALENDAR DAYS FOR TEACHERS
(Display)**

This is a three digit numeric field which is the total number of days in a school year for teachers.

This is the total number of calendar days, Sunday through Saturday, starting with the first day of school and ending with the last day of school. It is used to determine correct daily rates for accelerated Post Allowance.

**CALENDAR DAYS:
PRINCIPALS**

NUMBER OF CALENDAR DAYS FOR PRINCIPALS

This is a three digit numeric field which is the total number of days in a school year for principals.

This is the total number of calendar days, Sunday through Saturday, starting with the first day of school and ending with the last day of school. It is used to determine correct daily rates for accelerated Post Allowance.

**DEDUCTIONS BEGIN
DATE**

DEDUCTIONS BEGINNING DATE (Required)

For DODEA, this is the pay period begin date of the first full pay period that starts full deductions for FEGLI and FEHB.

For Professors, Deans, and Naval Faculty, this is the pay period begin date of the first pay period of the fall session/term for full deductions of FEHB and FEGLI.

DEDUCTIONS END DATE

DEDUCTIONS ENDING DATE (Required)

For DODEA, this is the pay period end date of the last "full" pay period of the school year.

For Professors, Deans, and Naval Faculty, this is the pay period end date of the last pay period in the spring session/term for FEHB deductions to be taken.

FULL DEDUCTIONS IN YEAR

FULL DEDUCTIONS IN YEAR (Required)

For DODEA, this is a two digit numeric field which represents the number of full pay periods in the school year in which health and life insurance will be deducted.

For Professors, Deans, and Naval Faculty, this two digit field represents the number of "full or partial" pay periods of the academic year in which health insurance will be deducted.

ORG CYCLE #

ORGANIZATIONAL DUES CYCLE NUMBER

(Display)

Three cycles will be provided; a cycle is assigned for each deduction period.

ORG DED BEG DT

ORGANIZATIONAL DUES DEDUCTION

BEGINNING DATE (Optional)

This must equal a pay period beginning date on the Pay Period Dates Table and must fall within the current school year on the Activity Record.

ORG DED END DT

ORGANIZATIONAL DUES DEDUCTION ENDING DATE (Optional)

This must equal a pay period ending date on the Pay Period Dates Table and must fall within the current school year on the Activity Record.

NOTE: If either the Deduction Begin Date or the Deduction End Date for a Org Cycle # is present, both dates must be present.

SCHOOL YEAR CALENDAR EXCEPTIONS

SCHOOL YEAR CALENDAR EXCEPTIONS

These fields will contain the exception days to the school year calendar.

The date fields are for the exception dates and will be entered as MMDDYY. Exceptions are holidays and recess dates that fall within the school year begin and end dates. Dates entered cannot be weekend dates. The number of dates entered must be equal to the value displayed. This field will be edited for correct dates.

The bottom portion of the screen will only be open for entry if the Agency is 'DD' and the Major Claimant is '16'.

SYSTEMS PROCESSING ON-LINE/BATCH:

1. Overview. This record identifies the data which is unique to each employing activity being serviced by the payroll office. The data contained on the activity record is the key to many of the records in the system; therefore, an employing activity record must be established for each activity the payroll office will service. There is a sequence of processing that MUST be followed in establishing the records. It is: Employing Activity Office Address, Accounting Activity Address, Accounting Activity Table, T&A Site Identification, Employing Activity Record, Accounting Classification, DODEA Teacher and Employee Data, SDA Interface Table, Organization Record, Work Schedule Default, Standard Leave Job Orders, Activity Award Data, Leave Bank, CSR Site Identification, and Remote Disbursing Office.
2. Adding a Record. The Employing Activity and the Accounting Activity addresses must be established by the Payroll Office on the Address Table before an employing activity record can be established.
3. Deleting a Record. An Employing Activity Record cannot be deleted if there are Organization Records for this activity. All Organization Records must be deleted before deleting an Employing Activity Record. An Organization Record cannot be deleted if any employees are assigned to the organization. Only the Payroll Office has delete capability.
4. Program Functions.
 - a. If the Employing Activity is on file, the record is displayed; otherwise, a blank screen is displayed. The user may change or delete an existing record or add a new record if none currently exists. The delete function is allowed only in cases where no Organization Records are owned by the activity record being deleted.
 - b. The SDA Interface Table is updated on an Employing Activity add or change function by the Payroll Office.
5. Screen 2.
 - a. This screen is used to input or view Accounting Classification data for an Employing Activity. If adding a new Activity, this screen will be displayed automatically after Screen 1 is entered. This screen will allow entry of multiple Accounting Classification records; one is required. Only one record can be entered for an effective date. Employees' earnings will be charged to the applicable Accounting Classification based on effective date. To add another Accounting Classification record, or change an existing one, press PF10 to access this screen after Screen 1 is displayed. Use the PF2 and PF3 key to access other Accounting Classification records. To return to Screen 1 from Screen 2 press PF12.
 - b. If Accounting Classification data at the employee level has not been provided prior to the execution of Gross Pay Reconciliation, the accounting classification data at the organization level will be used to report the employee's charges for gross pay and employer's contributions. If the organization level accounting classification data is not present, the data at the employing activity level will be used.

c. The system will date end the existing accounting classification record when a new record is added. The date end field will not be displayed but the system will internally maintain the field. When an employee changes activities or separates, the system will date end the existing employee level accounting classification record. If the employee level accounting classification record is not established for the employee at the new activity, the organization or employing activity level accounting classification data will be used to report the employee's charges (see above).

d. Update to accounting classification data at the employing activity, organization, and employee level will be validated against the Accounting Validation Table for the following fields: Departmental Reporter, Accounting Activity, Department Code, Transfer Department, Fiscal Year, Basic Symbol, Limitation/Subhead, Fund Code, and Bureau Control Number (for Department Code = "17" Navy only). If no match is found for above fields on the Accounting Validation Table, all fields will be highlighted and will be incumbent upon user to make necessary changes.

NOTE: When making changes to the Accounting Classification data, it is recommended that the current pay period beginning date be used.

e. File Interface: Accounting Classification data may also be updated via the Accounting Classification Changes interface file, containing accounting classification data at employee, organization, and employing activity levels. The Accounting Classification Changes file is provided to the Accounting Activity or a Departmental Reporter upon request, updated and resubmitted to DCPS. When the interface file is processed by DCPS specific accounting classification data (see paragraph d) will be validated against the Accounting Validation Table prior to updating Accounting Classification records in DCPS. Accounting Classification data may be updated in this manner as frequently as necessary.

6. Screen 3.

a. The screen is divided into 2 parts; School Year Information (upper screen portion) and School Year Calendar Exceptions (bottom screen portion). The upper screen portion must be filled in first, then 'enter' twice to pass edits and updates, and to access bottom screen portion. The bottom portion of the screen will only open for entry if the Agency is 'DD' and the Major Claimant is '16'. While in the bottom portion, the PF5 key will be used to re-access the upper portion for corrections. To re-access the bottom portion, press 'enter' to pass edits and updates. Press 'enter' to process the entire screen.

b. This screen contains additional information relative to DODEA teachers and Professors, Deans, and Navy Faculty employees. If the activity does not pay these types of employees, this screen does not need to be processed. There is an option of adding data, or changing or deleting existing data. A new record must be added for each new school year.

c. Multiple school years or academic years may be stored and will print on the P6800 Activity Record Report in school year begin date sequence.

d. The PF10 key is used to access this screen from Screen 2. The PF2 and PF3 key are used to access (scroll through) other school year records from Screen 3. To return to the previous screens (Employing Activity and Accounting Classification), press PF12.

e. **Organizational Dues Deduction.** The Payroll Office will input this information based on the requirements provided by the union. This information will determine the pay period the Organization Dues deduction is to begin and end. Input on the Employee Organization Deduction screen will be edited against this information.

7. **System Edits.** General purpose field edits will be performed to ensure that all required fields have been entered and that fields defined as numeric or alphabetic contain only numeric or alphabetic data. Editing will be on-line, and errors must be corrected at the time of input. The Accounting Activity is validated against the Accounting Address Table, and the SDA ID is validated against the Employing Address Table.

8. **Timing.** This program is executed as required.

9. **Messages.** Messages/errors will be displayed at the bottom of the screen.

RETRO PROCESSING:

Entry on this screen does not initiate retro processing.

MASS PROCESSING:

The Mass Update Days/Teacher-Principal Days in Year (P8588) must be run any time changes are made to either the number of classroom days or calendar days in the year for teachers/principals. (See Section E, Chapter 6)

Report: P6694R01 Mass Update Exceptions Report

REPORTS:

P6800R01. See Section F, Chapter 1.

MANUAL PROCESSES:

There are no manual processes applicable.

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ADDRESS TABLES

PURPOSE: These are the first screens to use when establishing a new activity in the payroll office. The following addresses are required to be on the Address Table: Accounting Activity Address, Bond Issuing Agent Address, Deduction Payee Address, Disbursing Office Address, Employing Activity Office Address, Federal Taxing Authority Address, Payroll Office Address, and the Uniformed Services University of Health Sciences (USUHS) Deductions Address.

These screens are also used to add, change, delete, or view an address on the Address Table at local sites.

**ACCESS/
MENU:**

PRO: Add, change and delete
DCPS Main Menu, select Payroll Office Tables Maintenance Menu, then select Address Menu, then select Accounting Activity

View
DCPS Main Menu, select On-line Inquiries Menu, select Payroll Office Tables Menu (View Only), then select Address menu, then select Accounting Activity

OR

DCPS Main Menu, select On-line Inquiries Menu, then select Accounting Data, then select Accounting Activity Address

CSR: View
DCPS Main Menu - Customer Service Representative, select On-line Inquiries Menu, select Payroll Office Tables Menu (View Only), then select Address Menu, then select Accounting Activity

OR

DCPS Main Menu - Customer Service Representative, select On-line Inquiries Menu, select Accounting Data, then select Accounting Activity Address

ACCT: View
DCPS Accounting Data Inquiry Main Menu, select Accounting Activity Address.

SCREENS:

ACCOUNTING ACTIVITY ADDRESS

ACCOUNTING ACTIVITY ADDRESS	
ACTIVITY	_____
ACTION CODE (A,C,D)	-
NAME	_____
ADDRESS	_____
CITY	_____
STATE	--
ZIP CODE	_____

FIELDS:

FIELD DESCRIPTION:

ACTIVITY

ACCOUNTING ACTIVITY

This code is used to identify the Accounting Activity's name and address. This field consists of six alpha numeric characters.

ACTION CODE

ACTION CODE

A = ADD

"A" action code is used to add a new address to the table.

C = CHANGE

"C" action code is used to change an existing address on the table.

D = DELETE

"D" action code is used to delete an address from the address table.

V = VIEW

A "V" will display in this field if the user has the capability of only viewing this screen.

NAME

NAME

This is the name of the Accounting Activity. The field consists of 27 alphanumeric characters.

ORGANIZATION RECORD

PURPOSE: This section covers four screens that are used to add, change, delete, or view data on the Organization Record, Accounting Classification, Work Schedule Default, and Standard Leave Job Orders.

**ACCESS/
MENU:**

PRO: Add, change and delete
DCPS Main Menu, select Payroll Office Tables Maintenance Menu, then select Organization Record.

View
DCPS Main Menu, select On-line Inquires Menu, select Accounting Data, then select Organization Level Accounting Classification.

OR

DCPS Main Menu, select Payroll Office Tables Menu, then select Organization Record.

CSR: Change
DCPS Main Menu - Customer Service Representative, select Tables Maintenance Menu, select Payroll Office Tables, then select Organization.

View
DCPS Main Menu - Customer Service Representative, select On-line Inquires Menu, select Accounting Data, then select Organization Level Accounting Classification.

OR

DCPS Main Menu - Customer Service Representative, select On-line Inquires Menu, select Payroll Office Tables Menu (View Only), then select Organization Record.

ACCT: Add, Change and View
DCPS Accounting Data Main Menu, select Organization Level Accounting Classification.

SCREENS: Screen 1 is used to add, change, delete, or view data on Organization Records. Screen 2 is used to add, change, or view Accounting Classification records associated with an Organization. Screen 3 is used to add, change, or delete Work Schedule Default records associated with an Organization. Screen 4 is used to add, change, or delete Standard Leave Job Order numbers assigned to a Organization.

SCREEN 1, ORGANIZATION RECORD

ORGANIZATION RECORD	
ACTIVITY	-----
ORGANIZATION	-----
ACTION CODE (A,C,D)	-
PAY BLOCK	---
BLANKET ADVANCED LEAVE	-
T & A INPUT FREQUENCY	-
TIME CARD OPTION	-
END OF MONTH ESTIMATE	-
LABOR INDICATOR	-
T&A SITE ID	
SITE ACT	-----
SITE IDC	---
T&A GROUP	-----
CSR SITE	
SITE ACT	-----
SITE IDC	---
CSR GROUP	-----
REMOTE DISB OFFC	-----

FIELDS:

FIELD DESCRIPTION:

ACTIVITY

EMPLOYING ACTIVITY (Required)
This is a six position alphanumeric field which identifies the employing activity (duty station).

ORGANIZATION

ORGANIZATION CODE (Required)
This locally assigned seven position alphanumeric code identifies various groupings of employees within an Employing Activity.

ACTION CODE

ACTION CODE (Required)
A = ADD
"A" is entered to add a new organization record.

C = CHANGE
"C" is entered to make changes to an existing record.

If user is a Customer Service Representative, only "C" action code is valid.

D = DELETE
"D" is entered to delete an organization record. When an Organization Record is deleted, the Work Schedule Default screen and the Standing Leave Job Orders screen for that particular organization are deleted.

V = VIEW

A "V" will display in this field if the user has the capability of only viewing this screen.

PAY BLOCK

PAY BLOCK (Required)

This is a three digit numeric field which identifies a grouping of employee pay records for payroll clerk work distribution.

If user is a Customer Service Representative, this is a protected field.

**BLANKET
ADVANCED LEAVE**

**BLANKET ADVANCED LEAVE INDICATOR
(Required if other than the system default value of "0".)**

This is a one digit numeric field (0-3) which indicates the type of blanket leave advancement allowed at the organization level. Maximum advancement of annual leave is either the hours to be accrued through the end of the leave year or, if a temporary position, through the not-to-exceed date, whichever is earlier. The value contained on the Activity Record will be used by the system unless the employee has a code other than zero at the employee and/or organization level.

T&A INPUT FREQUENCY

INPUT CYCLE CODE (Required)

This is a one position alpha field which indicates the frequency that the time and attendance data is processed at the Organization level. The Input Frequency must be 'D' or 'W' if the Labor Indicator is 'Y'.

TIMECARD OPTION

TIMECARD INDICATOR

(Required if other than the system default value of "N".)

This is a one position field which contains the option to select the pre-printed timecard formats or select the option not to pre-print timecards for each specific group.

**END OF MONTH
ESTIMATE**

END OF MONTH ESTIMATE

(Required if other than the system default value of "N".)

This is a one position alpha field which indicates whether or not an end of the month estimate for labor charges is required for an Organization.

LABOR INDICATOR

LABOR INDICATOR

This is a flag (Y = Yes and N = No) to indicate if processing of daily labor extensions is required. This field defaults to the value on the Activity Record. A change is required only if the value is other than the default value for this particular Organization. Remember, if the Labor Indicator is a 'Y', the T&A input frequency must be 'D' or 'W'.

T&A SITE ID SITE ACT

TIME AND ATTENDANCE SITE IDENTIFICATION

This is a six digit alphanumeric field used to identify the Employing Activity of the Time and Attendance site submitting time and attendance.

T&A SITE ID SITE IDC

TIME AND ATTENDANCE SITE IDENTIFICATION

This is a two digit alphanumeric field used to identify the Time and Attendance site submitting time and attendance.

T&A GROUP

TIME AND ATTENDANCE GROUP

This is a four digit alphanumeric field which identifies a group of employees assigned to a timekeeper for T&A input.

CSR SITE ID SITE ACT

CUSTOMER SERVICE REPRESENTATIVE SITE IDENTIFICATION

This is a six digit alphanumeric field used to identify the Employing Activity of the Customer Service Representative entering the employee's data.

CSR SITE ID SITE IDC

CUSTOMER SERVICE REPRESENTATIVE SITE IDENTIFICATION

This is a two digit alphanumeric field used to identify the Customer Service Representative entering the employee's data.

CSR GROUP

CSR GROUP

This is a four digit alphanumeric field which identifies a group of employee accounts assigned to an individual Customer Service Representative responsible for the input of specific employee data (other than T&A) for the employing activity.

REMOTE DISB OFFC

REMOTE DISBURSING OFFICE

This is a six digit numeric field which identifies the DSSN and sequence number of a Remote Disbursing Office. The number must match a DSSN and sequence number on a Primary RDO or Secondary RDO record.

When filled this field indicates the organization is associated with a Remote Disbursing Office. If the first 4 positions (DSSN) of the number are the same as the payroll office's DSSN, this identifies a Primary Remote Disbursing Office. If the first four positions (DSSN) are different than the payroll office's DSSN, this identifies a Secondary Remote Disbursing Office. The last two digits are not allowed to be zeros.

SCREEN 2, ACCOUNTING CLASSIFICATION This screen is used to input or view Accounting Classification Data. If adding a new Organization - this screen will be displayed automatically after Screen 1 is entered. To add another record, or change an existing one, press PF10 to access this screen after Screen 1 is displayed. Use PF2 and/or PF3 to access the accounting classification screen to be changed. To access Screen 1 from Screen 2, press PF12.

ACCOUNTING CLASSIFICATION					
EMPLOYING ACTIVITY	_____				
ORGANIZATION	_____				
DATE EFFECTIVE	_____				
DEPARTMENTAL REPORTER	_____				
ACCOUNTING ACTIVITY	_____				
DEPARTMENT CODE	__	TRANSFER DEPARTMENT	__	FISCAL YEAR	_
BASIC SYMBOL	----	LIMITATION/SUBHEAD	----		
FUND CODE	__	ASN/OBAN/BCN	_____	PROGRAM YEAR	_
OAC	__	MFP/BPAC/PROJ CD	_____	PEC	_____
RC/CC	-----	ESP	__	EEIC SHRED	__
ASSIGNED: JOB ORDER	_____	COST CENTER	_____	PERF CODE	_____

FIELDS:

FIELD DESCRIPTION:

EMPLOYING ACTIVITY

EMPLOYING ACTIVITY

Displayed only if accessing through the Organization Record.

Required if accessing this screen individually.

This is a six position alphanumeric field which identifies the employing activity.

ORGANIZATION

ORGANIZATION

Display only if accessing through the Organization Record.

Required if accessing this screen individually.

This is a six position alphanumeric code established by each payroll office, that groups employees within an Employing Activity.

DATE EFFECTIVE

DATE EFFECTIVE (Required)

This is the effective date of the Accounting Classification record for the employing activity. The date is entered month, day, year.

DEPARTMENTAL REPORTER

DEPARTMENTAL REPORTER (Required)

This is the identification code of the recipient of the departmental gross pay data.

ACCOUNTING ACTIVITY

ACCOUNTING ACTIVITY (Required)

This is a six position alphanumeric code that identifies the accounting activity. The employing activity must already be established on the Address Table.

DEPARTMENT CODE

DEPARTMENT CODE (Required)

This is a two position numeric code which identifies the federal agency.

TRANSFER DEPARTMENT

TRANSFER DEPARTMENT

This is a two position field that identifies the department transferring the appropriation.

FISCAL YEAR

FISCAL YEAR

This is a one position numeric code containing the fiscal year for the accounting period. The period begins October 1st, and ends September 30th of the following year.

BASIC SYMBOL

BASIC SYMBOL (Required)

This is a four position code designating the type of funds or major purpose of the appropriation.

LIMITATION/SUBHEAD

LIMITATION/SUBHEAD

This is a four position numeric code used to identify the limitation level below the appropriation level.

FUND CODE

FUND CODE

This is a two position numeric function category designation and appropriation.

ASN/OBAN/BCN

ALLOTMENT SERIAL NUMBER/ OPERATING BUDGET ACCOUNT NUMBER/BUDGET CONTROL NUMBER

The Allotment Serial Number is assigned by an Operating Agency to identify a subdivision of funds.

The Operating Budget Account Number is assigned by the Operating Agency to identify specific funding points.

The Budget Control Number identifies the allotment or operating budget.

PROGRAM YEAR

PROGRAM YEAR

This is a one position code which designates the year for continuing appropriations.

OAC

OPERATING AGENCY CODE

This is a two position code representing a major high-level organizational unit to which funds are allocated.

MFP/BPAC/PROJ CD

MAJOR FORCE PROGRAM/BUDGET PROGRAM ACTIVITY CODE/PROJECT CODE

The Major Force Program represents the first level of the Five Year Defense Program Structure.

The Budget Program Activity Code is established for classification below appropriation level to identify major budget programs and activities.

The Project Code is a further subdivision of the Budget Program.

PEC

PROGRAM ELEMENT CODE

This is an element of the DOD Five Year Defense Program representing a combination of personnel, equipment and facilities which together constitute a specific identifiable capability or support activity.

RC/CC

RESPONSIBILITY CENTER/COST CENTER

This code identifies organization, subordinate unit, successive level of responsibility and their cost account.

ESP

EMERGENCY SPECIAL PROJECT CODE

This is a code used to identify a special project within a particular Responsibility Center/Cost Center.

EEIC SHRED

ELEMENT OF EXPENSE INVESTMENT CENTER SHRED

This code identifies the nature of services and items acquired for immediate expense or investment.

ASSIGNED:

JOB ORDER

JOB ORDER

This is the Job Order assigned to an employee to report charges for Gross Pay and Employer Contribution.

COST CENTER

COST CENTER

This is the Cost Center assigned to an employee to report charges for Gross Pay and Employer Contribution.

PERF CODE

PERFORMANCE CODE

This is the Performance Code assigned to an employee to report charges for Gross Pay and Employer Contribution.

SCREEN 3, WORK SCHEDULE DEFAULT

WORK SCHEDULE DEFAULT								
ACTIVITY			ORGANIZATION					
GRADED EMPLOYEES			START/END TIME					
AWS	WK	SUN	MON	TUE	WED	THU	FRI	SAT
-	1	---	---	---	---	---	---	---
	2	---	---	---	---	---	---	---
STANDING JOB ORDER NUMBER _____								
UNGRADED EMPLOYEES								
AWS	WK	SUN	MON	TUE	WED	THU	FRI	SAT
-	1	---	---	---	---	---	---	---
	2	---	---	---	---	---	---	---
STANDING JOB ORDER NUMBER _____								

FIELDS:

FIELD DESCRIPTION:

ACTIVITY

EMPLOYING ACTIVITY

Displayed only if accessing through the Organization Record.

Required if accessing this screen individually.

This is a six position alphanumeric field which identifies the employing activity.

ORGANIZATION

ORGANIZATION

Display only if accessing through the Organization Record.

Required if accessing this screen individually.

This is a six position alphanumeric code established by each payroll office, that groups employees within an Employing Activity.

START TIME

TOUR START TIME

Required for "fixed tour" employees in activities requiring certification. Valid times are between 0001 and 2400.

For activities NOT requiring certification, entry is not required.

END TIME

TOUR END TIME

Required for "fixed tour" employees in activities requiring certification. Valid times are between 0001 and 2400.

For activities NOT requiring certification, entry is not required.

AWS

WORK SCHEDULE TOUR OF DUTY CODE

(Required)

This is a one digit numeric code from 0 to 8 which identifies the alternate work schedule of the employees in this particular organization.

GRADED EMPLOYEES							
WK	SUN	MON	TUE	WED	THU	FRI	SAT
1	---	---	---	---	---	---	---
2	---	---	---	---	---	---	---

Required Field if schedule is other than the system default schedule. The system default schedule is 8 hours a day Monday through Friday.

These are five digit numeric fields which include a decimal for hundredths of hours. These fields identify the graded employee's regular tour of duty (scheduled workdays). The number of hours regularly scheduled to work daily, weekly, or biweekly are shown.

UNGRADED EMPLOYEES							
WK	SUN	MON	TUE	WED	THU	FRI	SAT
1	-----	-----	-----	-----	-----	-----	-----
2	-----	-----	-----	-----	-----	-----	-----

Required Field if schedule is other than the system default schedule. The system default schedule is 8 hours a day, Monday through Friday, first shift.

These fields identify the ungraded employee's regular tour of duty (scheduled workdays). The number of work hours and shift regularly scheduled to work each day, week, or biweekly are shown.

**STANDING JOB
ORDER NUMBER**

STANDING JOB ORDER NUMBER

This is an alphanumeric field that may be up to 30 positions and identifies the costing elements to be charged for the associated Type Hour Code and Hours when no job order number is submitted through Time and Attendance processing. This field is left blank when the organization does not have a Standing Job Order Number.

SCREEN 4, STANDARD LEAVE JOB ORDERS

STANDARD LEAVE JOB ORDERS			
ACTIVITY		ORGANIZATION	
AC YR CD	JOB ORDER NUMBER	AC YR CD	JOB ORDER NUMBER
---	-----	---	-----
---	-----	---	-----
---	-----	---	-----
---	-----	---	-----
---	-----	---	-----
---	-----	---	-----
---	-----	---	-----
---	-----	---	-----
---	-----	---	-----
---	-----	---	-----

FIELDS:

ACTIVITY

FIELD DESCRIPTION:

EMPLOYING ACTIVITY

Display only if accessing through the Organization Record.

Required if accessing this screen individually.

This is a six position alphanumeric field which identifies the employing activity (duty station).

ORGANIZATION

ORGANIZATION

Display only if accessing through the Organization Record.

Required if accessing this screen individually.

This locally assigned seven position alphanumeric code identifies various groupings of employees within an Employing Activity.

AC

ACTION CODE (Required)

A = ADD

"A" is entered to add a new Leave Code.

C = CHANGE

"C" is entered to make changes to an existing record.

D = DELETE

"D" is entered to delete a Leave Code from the record.

V = VIEW

A "V" will display in this field if the user has the capability of only viewing this screen.

YR

FISCAL YEAR (Required)

This field represents the fiscal year of the applicable job order number.

CD

LEAVE CODE (Required)

This is a two position field which indicates the leave or non-pay leave code that the job order number is to be charged to. Leave or non-pay codes begin with L and K. Individual Leave Codes can be used if a specific job order number is to be used. If all L or all K codes are to be charged to the same job order number, an L* or K* may be used, or the L* and K* may be used in conjunction with other "L_" or "K_" codes.

CA, CN, CT, and C* may also have a standing Job Order Number set up. These are the compensatory time taken Leave Codes.

All Leave Codes must exist on the Eligibility Table.

Codes 98, 99, and XX are used to identify standing job order numbers and the overhead job order number when none has been entered on the Work Schedule Default screen. They are also used for mass updating. The XX is used by labor for "P_" codes.

JOB ORDER NUMBER

STANDING JOB ORDER NUMBER (Required)

This is an alphanumeric field that may be up to 30 positions and identifies the costing elements to be charged for the associated Leave Code and Hours entered through Time and Attendance when no JON was entered.

SYSTEM PROCESSING ON-LINE/BATCH:

1. Screen 1. Organization Record.

a. Required Record. This screen is used to identify various groupings of employees within an activity. This record must be established in order to establish employees on the Master Employee Record. The organization codes are used for physical distribution of timecards. Reporting uses organizations to summarize specific reports within an activity.

The Personnel Interface process will systematically create a new organization record when the Organization value on the transaction has not been established in DCPS and the Employing Activity value on the transaction is the same as the value in the Employee's Master Employee record. The values in the new organization record will be defaulted from the employee's previous organization record.

b. Adding Records. When adding a new Organization Record, an edit will be performed to ensure that the Employing Activity has been established on the Activity Record and that a designated Pay Block is established. The Blanket Advanced Leave and T&A Input Frequency values will display from the Activity Record. The Time Card Option and End of Month fields will default to N. These will need to be changed only if the displayed values are different from the information displayed from the Activity Record. For the Payroll Office once the Organization Record is entered, the Accounting Classification screen will be displayed, the Work Schedule Default screen will be displayed and then the Standing Leave Job Orders screen will display without having to access each screen directly from the menu.

c. Deleting Records. A Organization Record cannot be deleted if there are employees assigned to the organization in the MER. If there are no employees in the organization, the system will automatically delete the Work Schedule Default and the Standard Leave Job Order screens when the Organization Record screen is deleted.

d. Changing Pay Block. The Pay Block may be changed when there are no MERs under the Organization. This would mainly be in conversion when the need exists to change a large number of Pay Blocks from default.

e. Changing Other Data. The T&A/EDC Customer Service Representative Site ID and/or T&A/EDC Group will be changed only if the Site ID/Group responsible for the input of T&A or employee data for the Organization has changed.

f. Timesheets. Timesheets will be created at the Group level for those Groups with a value of "Y" in the Timesheet Capable switch. The sort sequence for these time sheets will be TA site, TA Group, Time Card Destination, SSN, (Sequence Number).

2. Screen 2, Accounting Classification.

a. This screen is used as an extension of the Organization Record in that the user has the capability to add and/or modify the Accounting Classification Record. The screen will display after the organization has been established on the Organization Record or it may be selected from the Payroll Office Tables Maintenance Menu if it is the only screen needed to add or change data.

b. If Accounting Classification data at the employee level has not been provided prior to the execution of Gross Pay Reconciliation, the accounting classification data at the organization level will be used to report the employee's charges for gross pay and employer's contributions. If the organization level accounting classification data is not present, the data at the employing activity level will be used.

c. The system will date end the existing accounting classification record when a new record is added. The date end field will not be displayed but the system will internally maintain the field. When an employee changes activities or separates, the system will date end the existing employee level accounting classification record. If the employee level accounting classification record is not established for the employee at the new activity, the organization or employing activity level accounting classification data will be used to report the employee's charges (see above).

d. Update to accounting classification date at the employing activity, organization, and employee level will be validated against the Accounting Validation Table for the following fields: Departmental Reporter, Accounting Activity, Department Code, Transfer Department, Fiscal Year, Basic Symbol, Limitation/Subhead, Fund Code, and Bureau Control Number (for Department Code = "17" Navy only). If no match is found for above fields on the Accounting Validation Table, all fields will be highlighted and will be incumbent upon user to make necessary changes.

NOTE: When making changes to the Accounting Classification data, it is recommended that the current pay period beginning date be used.

e. File Interface: Accounting Classification data may also be updated via the Accounting Classification Changes interface file, containing accounting classification data at employee, organization, and employing activity levels. The Accounting Classification Changes file is provided to the Accounting Activity or a Departmental Reporter upon request, updated and resubmitted to DCPS. When the interface file is processed by DCPS specific accounting classification data (see paragraph d) will be validated against the Accounting Validation Table prior to updating Accounting Classification records in DCPS. Accounting Classification data may be updated in this manner as frequently as necessary.

3. Screen 3, Work Schedule Default.

a. This screen is used as an extension of the Organization Record in that the user has the capability to establish two work schedules (graded and ungraded) and a Standing Job Order Number. The screen will display after the organization has been established on the Organization Record or it may be selected from the Payroll Office Tables Maintenance Menu if it is the only screen needed to add, change, or delete data.

The work schedule is created upon establishment of the Organization Record.

b. Default Schedule. The System Preestablished Work Schedule that is used as a default is Monday through Friday, eight hours per day. When the majority of employees within a Organization Code have this work schedule, it should not be changed. In this case a Work Schedule Change Form should be used for the minority of employees who do not work the default schedule. The user has the option of either accepting the system generated default schedule or making the necessary changes to the displayed values and adding a standard job order number. The user may change these schedules at any time.

c. Schedule. If no work schedule or standing job order are established at the individual employee level on the Work Schedule Change Record, the system will default to this schedule, when valid for the employee type, and job order number for all employees in this activity and organization. This schedule will be pre-printed on the timecards and used for T&A purposes.

4. Screen 4, Standard Leave Job Orders.

a. This screen is used as an extension of the Organization Record in that the user has the capability of establishing standing leave Job Order Numbers for various leave or non-pay codes per fiscal year. This screen will display after the organization has been established on the Organization Record or it may be selected from the Payroll Office Tables Maintenance Menu if it is the only screen needed to add, change, or delete data. A mass program can be executed which will increment the year in the current fiscal year Job Order Number by one and delete any Job Order Numbers which are greater than three years old.

b. This screen will accommodate the Standard Leave Job Order Number records for four fiscal years, 3 prior and 1 current. JON Mass program will update the appropriate fiscal year JONs.

c. The Standard Leave Job Orders may be used to interface the leave costs to the accounting activities' accounting system of the Organization Record. Entries need not be made on this screen unless particular types of leave or non-pay are tied to specific job order numbers used by the accounting system.

d. The code values '98' and '99' can not be added on-line to the standard leave job order screen. These values are passed on P6685, Job Order Mass Change interface. If these values are passed on the interface file they are stored on the standard leave job order screen on the organization record. If the 'CD' field on an existing record contains '98' or '99' the only valid action code is 'D' for delete.

e. If additional screens are required for initial entry of the Standard Leave Job Order Numbers, press Enter for each full screen before pressing F2 for an additional screen.

f. To access additional screens for future additions, corrections, or deletions, press F2 until needed screen appears.

g. T&A. All leave or non-pay type hours codes entered in Time and Attendance, when no job order number is entered, will be charged to the job order number on the Standard Leave Job Orders screen if one is established.

5. Timing. These programs are executed as required.

6. Messages. Messages/errors for each screen will display at the bottom of each screen.

MASS PROCESSING:

The Pay Block Transfer Mass Update (P8563) updates the Master Employee Record with the newly assigned Pay Block number. (See E, Chapter 6)

REPORTS:

P6851R01. See Section F, Chapter 1.

P6694R01 Mass Update Exception Report

MANUAL PROCESSES:

There are no manual processes applicable.

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LOCAL HOLIDAY

PURPOSE: This screen is used to enter or view leave days, emergency time, or "local holidays" that apply to all employees within a specific organization, activity, or payroll office. This program is also used to enter a federal holiday granted on short notice (such as, the day before Christmas) for a specific date that is not included on the Federal Holiday Table.

**ACCESS/
MENU:**

PRO: Add, change delete
DCPS Main Menu, select Payroll Office Tables Maintenance Menu, then select Local Holiday.

CSR: Add, change delete
DCPS Main Menu - Customer Service Representative, select Tables Maintenance Menu, then select Local Holiday.

SCREEN:

LOCAL HOLIDAY TABLE	
ACTIVITY	_____
ORGANIZATION CODE	_____
HOLIDAY DATE	_____
ACTION CODE (A, C, D)	-
TYPE HOURS CODE	__

FIELDS:

ACTIVITY

FIELD DESCRIPTION:

EMPLOYING ACTIVITY (Required)

This is a six position alphanumeric code which identifies the activity for which the local holiday is being established.

If entering a local holiday for the entire payroll office, enter six asterisks (*****).

ORGANIZATION CODE

ORGANIZATION

This locally assigned seven position alphanumeric code identifies various groupings of employees within an Activity.