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LAST UPDATE: December 2005

PREFACE

About This Book

The AS/400 CIMS III Employee Management System Year End User's Guide is intended for management and staff-level users of the Employee Management System (EMS). The book contains instructions for using the EMS year-end procedures.

This book discusses the routine tasks that typical users perform at year-end/start. It does not provide instructions for using, installing, or setting up CIMS III EMS.

How This Book Is Organized

Chapter 1, "Introduction," introduces you to the Employee Management System. It provides a brief description of EMS and identifies the major tasks performed by the system. It also describes the information flow within EMS and between EMS and other financial applications.

Chapter 2, "Processing Year End Information," describes how to perform the year-end procedures for EMS, such as closing the current fiscal or calendar year.

Chapter 3, "Processing Year Start Options," describes how to perform the year start procedures for EMS.

** LPAI719A, LPAI719S LPAI719L needs to be manually removed and re-added using ADDLFM with ALL annual members for PPAI719A

** LPAI7193, LPAI719D ALL members from PPAI719B

** LPAI716A ALL members from PPAI716

** LPAI713, LPAI713T ALL members for PPAI713

** LPAI712C ALL members from PPAI712

** LPAI719K needs to be manually removed and re-added using ADDLFM with ALL annual members for PPAI719B (NORCO)

** LPAI719K needs an ALLMEMB2 member for the last 2 years

** PSUB002 has to be copied from OLD to NEW year for records with start date greater than September.

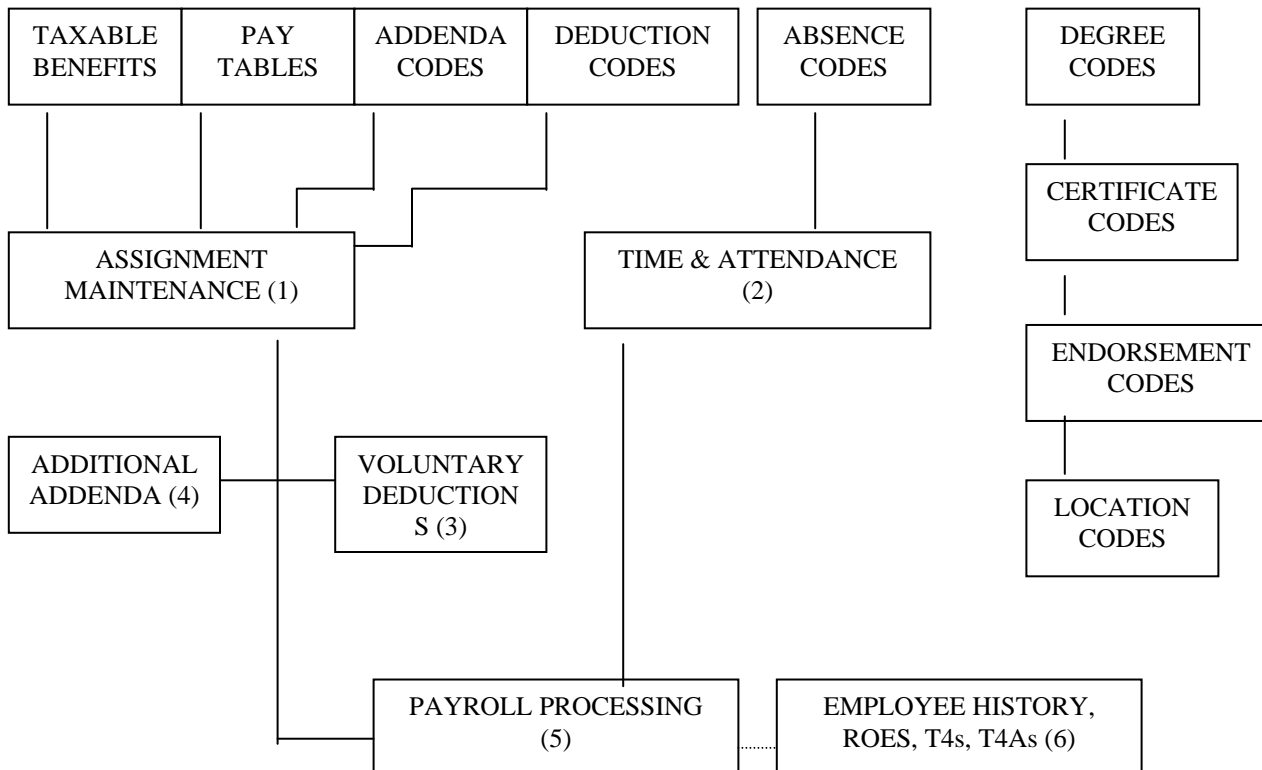
** Cash advances may have to be brought forward for any advances waiting to be paid or recovered

Chapter 1 INTRODUCTION

How Information Flows in EMS

PAYROLL

PERSONNEL



1. **Assignments.** The system uses information from each employee assignment to generate employee pay cheques. Information within this maintenance function includes pay rate, standard deductions, standard addenda, contract terms, taxable benefits, and payroll account distribution.

PAY TABLE, TAXABLE BENEFIT, and ADDENDA codes must be defined previous to maintaining an employee's assignment.

2. **Time and Attendance Maintenance.** This option allows users to maintain detailed time and attendance information for employees. CIMS tracks information on time worked (rate), time absent, and reasons for absences. You can also enter the account distribution information for the hours or days worked.

PAY TABLE and ABSENCE Codes must be established previous to using this option.

3. **Voluntary Deductions.** In addition to standard "job code" deductions users can define additional voluntary deductions to an employee's record. Voluntary deductions vary from employee to employee and include such items as annuities, credit union deductions, nonstandard insurance premiums, and United Way contributions.
4. **Additional Addenda.** In addition to standard "job code" addenda users can define additional pay to an employee's record. Additional addenda vary from employee to employee and include such items as Principal allowances, car allowances, or one-time pay adjustments.
5. **Payroll Processing.** The system uses all of the information described above to generate employee pay cheques. A profroma payroll can be run multiple times prior to an "actual" to identify problems and verify numbers. Proformas and actuals produce registers that display account distribution, deduction registers, addenda summaries, and employee pay stub information.
6. **History and Balances.** EMS maintains pay, time, and absence records for each employee job code assignment. These records include information per payroll regarding:
 - Base pay history
 - Addenda pay history
 - Dock history
 - Deductions and contributions history
 - Absence history
 - Contract balance history
 - Encumbrance balance history

Users may adjust history if necessary. Historical information is used to produce T4s, ROEs, T5s, T4As and pension reports.

How EMS works with other Applications

The financial G/L is updated when a payroll is run "actual". The system updates the general ledger accounts in FMS based on account numbers defined in the employee base assignments and deduction/addenda definitions. It is not possible to enter invalid account numbers within EMS.

Chapter 2 PROCESSING YEAR END

Before You Begin

Year-End and Year-Start operations are done concurrently. It is important that ALL Payrolls for the current year have been completed previous to beginning to process year end tasks.

It is important to read the contents of this manual PREVIOUS to beginning year start/end tasks.

CHECKLIST YEAREND:

FISCAL

Fiscal Yearend Processing PAY.810
Fiscal Yearend for Absences PAY.811
Fiscal Year Absence Accrual PAY.831

CALENDAR

Fiscal Yearend for Absences PAY.811
Fiscal Copy Deductions Frwd PAY.812
T4 Build PA Amounts PAI.850
Verify ALL T4 Box Numbers PAY.12?
Pay/Ded Lines - T4 Listing PAI.800
T4 Printing PAI.810
T4A Printing PAI.812
T5 Printing PAI.815
WCB Report PAI.819
Pension Reports
ACS User restrict OLD Year ACS.270

EXTRAS:

- Voluntary Deduction Reset # of Cheques	PAY.850
- Remove Additional Addenda lines from employees	PAY.341
- Employee Absence Balance Transfer	PAY.950
- Cleanup/Purge ROE records	PAI.712

PAY.810 - Fiscal or Calendar Year-End Processing

** This option is ONLY run for a fiscal yearend as EMS creates new files for the calendar year

** This option may be run for several fiscal yearends as deduction codes can have variable yearends ex. PARK Sept and CSB Nov.

Only T4 Summary information is affected by running this yearend option. The "F"iscal or "C"alendar options on deductions can be used to restrict the clearing of balances.

- Omit Clearing Deductions marked "F" (clears all except CSB PARK)
- Clear ONLY Deductions marked "F" (clears CSB and/or PARK)

This program looks at all history Y-T-D balances (pays, docks, tax benefits and deductions) and resets the fiscal amount to zero.

PAY.811 - Fiscal Year-End Processing for Absence Codes

** This option is run for BOTH Fiscal and Calendar yearends.

1) Transfer balances to beginning balance for Absence Code _____

This program looks at absence history and resets the fiscal beginning balance. All earned, taken, lost details are lost as they are promoted to the beginning balance field. The detail is then reset to zero for the coming fiscal year.

OR

2) DELETE absence balances for Absence Code _____

This program deletes all absence balance information.

OR

3) Transfer balances forward to New Year for Absence Code _____

This program transfers absence balances from one calendar year to the next (Make sure the new year is created)

PAY.812 - Fiscal Yearend Copy Deductions Forward

** This option is run for Calendar yearends.

1) Transfer balances forward to New Year for Deduction Code _____

This program transfers deduction balances from one calendar year to the next (Make sure the new year is created). Calendar balances can be cleared "Y" or "N".

PAY.831 - Fiscal Year Absence/Leave Accrual

This program adjusts beginning accrual balances for absence codes that are defined with 3 "Accrue at Beginning of Year" or 4 "Accrue at year End".

Options within the selection screen include:

Effective Year Start: For calendar year updates use 01/01/XX
For Fiscal year input the begin date of the fiscal year

Employee Group/Number: Employee defined group or individual number

Job Codes: If employee group not chosen, update can be directed to certain job codes

Leave Types: Update can be done for selected absence code

** NOTE: All Absence Codes are "F"iscal

It is recommended to restrict this update to only the leave types you wish to accrue rather than to leave the "leave type" field blank. This will minimize potential errors caused by incorrectly defined codes.

PAI.850 - T4 Pension Adjustment Build

This option is used to build the PA records (@PA) for employee history. These records can then be used for T4 printing. The PA calculation and the employees to process are selected through the prompt screen:

JOB CODE: The PA build can be restricted to specific job code(s)

DEDUCTION: The deduction code used to define the pension. This option should be run ONCE for each deduction code.

MONEY PLAN: Is this pension a "Money Purchase Plan"?

If "Y" then; $PA = \text{Deduction amount total} * \text{FACTOR}$

DEFINED: Is this pension a "Defined Benefit Plan"?

If "Y" then; $PA = BE * \text{TIMEWRK} / \text{TOTAL DAYS}$

BE uses FACTOR1, FACTOR2, YMPE, MAXBE, RANGE

(* all the defaults are set to 2000 values however, FACTOR1 changes from .014 to .013 for some provinces. Verify ALL values with your own pension plan before building *)

CALC SERV: Is the service (time worked) calculated for these employees?

If "N" then; $\text{TIMEWRK} / \text{TOTAL DAYS} = 1$

If "Y" then; $\text{TOTAL DAYS} = \text{Job Code annual days worked}$

$\text{TIMEWRK} = @\text{SERVC}$ or time card days

TIMECARD: Calculate time worked by reviewing ALL time cards?

If "N" then; TIMEWRK = @SERVC (employee history records)

If "Y" then; TIMEWRK = total hrs/days cumulate through ALL calendar time card entries

REPORT ONLY: If "Y" report is created but NO PAs are created

If "N" report is created and PAs (@PA) are also created. Any @PA records currently active will be updated/replaced.

Individual employee PAs can then be adjusted as necessary manually using Employee Information - History YTD Balances PAY.801.

NOTE: The PA will fill box 32 on the T4 forms. ALL deductions used to build PAs should contain a "Pension registration number" (box 50 on the T4) in the last 10 characters of the deduction description.

Verify ALL T4 Box Numbers

Roll through ALL Deduction, Taxable Benefit and Addenda code definitions (Management Options) and verify ALL T4, T5 and T4A box numbers. T4s, T5s, and T4As WILL NOT PRINT PROPERLY if this operation is not done with 100% accuracy.

PAI.800 - Pay/Ded Lines - T4 Listing

This option provides a comparison report between payroll journals and the actual T4 employee YTD history. Any differences should be verified and numbers reviewed for accuracy. The report will also highlight:

- employees 18 or 70, verify CPP contributions
- CPP min/max problems or differences compared to @CPP
(there will be acceptable problems for employees working a partial year, as the CPP exemption amount will differ)
- UIC min/max problems or differences
- negative amounts

NOTE: Box 26 (CPP earnings) can be defined by creating an addenda item CPPERN (PAY.127) and forcing a history entry (PAY.801) for the CPP earnings amount.

The report will display ALL PAY journal and T4 amounts regardless of T4 box number. However, this report will ONLY report deduction journal totals and YTD history for deductions marked for T4 boxes. The following @ or pay type 0 totals are also displayed:

- @PA - Pension adjustment amount
- @SERVC - Service Credit Days (may be used for PA)

THERE is now an option to "PRINT ERRORS ONLY" which produces a listing of ONLY the employees whose pay/deduction journal amounts DO NOT equal T4 history amounts.

This report can take over 1 hour to complete depending on your system. It is recommended that this option be run after regular hours. With exception, SINGLE EMPLOYEE listings will complete quickly!!

PAI.812 - Employee T4A Print

This option is used to print T4As for a specific employee or a group of employees based on job code. T4As can be printed with the same job code groups as your payroll groups. This will usually ensure proper reporting based on employer RCT tax numbers. A summary sheet and totals are provided for each group of 300 employees.

T4As are printed in ALPHA order and will print ONLY if the employee has amounts in ANY of the T4A boxes.

PAI.819 - WCB Report Listing

This option will print the WCB report listing required by Workers Compensation. ALL pay (time card, pay table, dock pay) plus any addenda items flagged as WCB "Y" are included as assessable earnings. No taxable benefit amounts are included.

This report can be restricted to specific job codes or will run for ALL employees in ALPHA order.

PAY.850 - Voluntary Deductions - Reset # of Cheques

This program is used to reset the "number of cheques" field for employee Voluntary Deductions. A user can reset the number of cheques for selected deductions and employee groups (e.g. ALL).

PAY.341 - Remove Additional Assignment Addenda

This program allows mass deletion of specific additional addenda items. All addenda codes selected will be deleted from all employees who have the additional addenda record.

NOTE: Additional addenda lines are deleted but pay history and pay journals are unaffected and available for reporting.

PAY.950 - Employee Absence Balances Transfers

This option can be used for instances where a leave code must be deleted but the balances of the code should be maintained.

Use this program to transfer an employee's leave balance to another leave code balance. This program runs on-line for one employee at a time. The "Move From" Absence/Leave History Record will always be deleted after completing the program. Selecting the "Round to Nearest 1/4 Hour" option will cause the balance being transferred and the existing balance in the "Move To" Absence Leave History Record to be rounded to the nearest one-quarter hour.

Where units being transferred are in days, the "Move From" Absence units are first multiplied by the normal hours-per-day entered for that job code. These total hours are then divided by the "Move To" Absence normal hours-per-day. This gives an accurate transfer of days measured in different number-of-hours-per-day.

PAY.955U - Group Absence Balances Transfer (Listing)

Use this program to transfer Employee Absence/Leave Balances from one type of Absence/Leave History Records to another. Balances can be transferred for Absence/Leave History records to other records within the same Job Code or to another job code if requested. The program will find all selected Absence records for all employees selected and transfer the balances to another existing Absence code or job code as selected.

NOTE: PAY.955 should be run first. This option provides a proforma of what will happen when PAY.955U is selected.

The edit listing will flag data errors that would affect a successful transfer. These errors include: Absence type (hours/days) of the "To Absence" code is not the same as the "From Absence" code type; the "To Absence" code for an employee's assignment does not exist, (only when the Create New Record option is "N"); the employee's Job Code no longer exists; the employee's assignment is inactive; the employee no longer has this assignment; and the Absence Code is no longer valid.

PAI.712 - Cleanup/Purge ROE Records

This program will review all Record of Employment records for each employee. The user is prompted for a purge date. Any record older than the purge value will be deleted. A maximum of 60 weeks will be maintained; all additional weeks will be deleted.

If actual "Y" is selected, then the records will be deleted and a report will be produced indicating what has been purged. If actual is left "N" a report will be produced indicating what would be purged but the records are not physically deleted.

Chapter 3 YEAR START PROCEDURES

CHECKLIST YEARSTART:

FISCAL

Fin YR Management Options PAY.100

Verify Fin YR Payroll Ids PAI.600M

Fiscal Step Increment Assig PAY.840

Fiscal Build Hist Profiles PRO.901

CALENDAR

Setup Client Members EIS.000

Copy Prior Year Setup PAY.880

Copy Assignments from Prior PAY.881

Copy Voluntary Deductions PAY.882

New Year Management Options PAY.100

Update Employee TD1 Info. PAY.612

Verify ALL Deds,Adds,Pay,.. PAY.1??

Verify Payroll Process Ids PAI.600M

Calendar Step Increment Assig PAY.840

Direct Deposit Control Opts PAY.140

Adjust QUERIES for new year ACS.350

ACS Maintain Work Areas ACS.250

ACS Setup Userids ACS.270

EXTRAS:

- Control Access to Support Staff Maintenance

SUB.000

- Mass Add/Delete Addenda, Deds, Abs, Tax Benefits

PAY.968

- Mass Add Absence Amounts

PAY.969

EIS.000 - Set-Up Client Members for EMS System Files

This procedure can be done only once per year and the option is run from within the current employee year!! It can be run during normal day operations and will take approximately 10-15 minutes to run.

In the background this program creates new file members for EMS annual files such as the deduction journal (PPAY715) and T4 history (PPAY801). All current data is independently maintained in its own member so there is NO interference between "years of data".

CIMS takes advantage of 2 types of files, namely:

- Annual files - Data is year specific (e.g.: the deduction journal)
- Non-annual files - Data remains the same regardless of year of entry such as Basic Employee information.

To create the New Fiscal Year Members, choose to "A"dd for XXXXXX (client name) year YY. As a description indicate what range of dates the fiscal year applies to.

Note that this program also allows the security officer to delete/remove an entire fiscal year of data ... exercise caution ... NEVER choose to delete unless proper backups have been done!!!

CL - Update Next Available Employee Number

This option allows you to update the Employee Number that is assigned with "A"dding an employee. To change the number to reflect the new year:

1. Get to a command prompt
2. Type WRKDTAARA EMSFILES/EMPNO and ENTER
3. Change New Value to appropriate number (e.g. 200100001)

PAY.880 - Copy Prior Year Setup

This option copies the previous year addenda, deduction, tax benefit, job code, alternate job code, pay table and absence code definitions to the new year. There is also the option to carry forward any employee docks that still need to be applied. Changes made to definitions codes are only effective in the calendar year the change is made.

PAY.881 - Copy Prior Year Assignments

This option copies the previous year employee assignment, additional addenda, account distribution, additional tax benefit and contract addenda to the new year. Any changes made to employee assignment information are only effective in the calendar year in which the changes were made.

PAY.882 - Copy Voluntary Deductions from Prior Year

This option copies the previous year employee voluntary deductions to the new year. Any changes made to employee voluntary deductions are only effective in the calendar year in which the changes were made.

PAY.100 - Management Options and Defaults

Update all options and defaults as appropriate for the New Year. Some information is maintained from the previous year and some information must be updated.

PAY.612 - Automatic Employee TD1 Update

Management options should be completed for the new year previous to selecting this option (new TD1 numbers). This option may be run more than once if necessary.

This program automatically updates all employee federal and provincial TD1 records using the current TD1 setup options found under management options and defaults PAY.100. The employee exemption amount is recalculated using the TD1 basic exemption amount, dependent exemptions, spousal exemptions and disability exemptions along with the employee TD1 information containing number of dependents, dependent income, spouse income, etc. Any employee annual tax credits or federal tax credits are reset to 0 and must be reissued for appropriate employees.

It may be helpful to run a query to produce all non-basic employees previous to running the update. This will make it easier to re-adjust employees who have exemptions or request additional tax off, etc.

Verify ALL Pay Tables, Addenda, Deductions, etc.

Roll through ALL deduction, pay, tax benefit, job, ALT job, absence and pay table codes and update values as appropriate (PAY.122 PAY.127 PAY.126 PAY.124 PAY.124U PAY.121 PAY.125). CPP, UIC and FEDINC are automatically updated through PAY.100 setup options.

Pay tables are annual files and are not automatically carried from year to year. Enter in new table values if amounts are changing or ask your operator to copy the previous year information to current. The pay tables files are PPAY125H and PPAY125L in library EMSFILES.

PAI.600M - Verify Payroll IDs

Roll through ALL payroll IDs and verify appropriate bank information, job codes, output queues, financial member for posting, etc.

PAY.840 - Step Increment and/or Change Dates - Assignments

This option is generally run for "teachers" only and is run for the fiscal year.

This program automatically upgrades the step in the assignment file to the next available step designated on the pay table. Users may also use the option to change assignment effective dates in mass.

PRO.901 - Auto Build Employee History Profiles

This program will automatically build employee history profile lines (PRO.300) for the current active assignments. This option should only be run once per year and maintained manually for all changes during the course of the year. DO NOT run this option if using FULL position employee position control.

PAY.140 - Direct Deposit Control Options

Setup the direct deposit control options for the new year. Reference the old year setup, as the values for the new year are usually the same.

SUB.000 - Control Access to Support Staff Maintenance

This program allows USER IDs to be restricted to locations for the support staff maintenance program. User access through this program must be done before support staff maintenance (SUB.001) is used.

PAY.968 - Mass Add/Delete Addenda, Deds, Abs, Tax Benefit

This program allows the user to mass add or delete base or voluntary assigned addenda, deduction, absence or taxable benefit items.

A prompt is provided to allow the mass add/delete to an individual job code. If the code is left blank, the code will be added to ALL employees.

NOTE: This option may be used more frequently than at year-end!!!!

PAY.969 - Mass Add Absence Amounts

This program allows mass addition of absence days/hours for any group of employees. Absence amounts are added/updated for ALL employees selected through the prompted options.

ACS.350 - Maintain Technical Definitions

This program is used to roll through ALL query definitions and change the default YEAR for queries to the new year. ex:

- QRYDED .. ??QRYFILE((EMSFILES/PPAI715 MIDDLE01) ...

ACS.250 - Maintain Work Areas

Work areas are used to control global user access to EMS by defining the client, user level (Manager, Staff, Operator), system (FMS,EMS,SMS...), and the fiscal years available for access. The System Operator may have to use this program annually to:

- 1) add the new fiscal year to your existing work areas, and
- 2) to create additional work areas for special groups of users

Generally, work areas do not have to be maintained annually. The System Operator may choose to allocate up to 6 years in advance so that this operation does not have to be done every year.

At most sites, there are only two defined work areas, namely:

- XXXXXX - Where XXXXXX refers to an abbreviation of your district name, e.g. St. Vital's work area is STVIT. This work area is used for all "Manager" related User Assignments.
- XXXXXS- "S" implies that the work area is setup for "S"taff users

ACS.270 - Maintain User Assignments

User assignments control each individual's access to products, menus, and years of access. Each assignment for a user identifies:

- a work area (whether user is Manager, Staff, Operator)
- a fiscal year of access
- an initial menu or menu item, and
- a default output queue

A User may have up to a maximum of 9 assignments (e.g. 2001 Finance, 2000 Payroll). Each assignment is independent of another. When previous year information should be closed and altered to "look up only", the system operator should alter the menu available to users through their previous year assignment. When a new year is being created, the System Operator must Add user access to a newly setup year by adding a new assignment.

4/17/01 DEMONSTRATION SCHOOL DISTRICT 11:26:32 QPADEV0002
ACS User Assignments Ref: ACS.270 .11

User Id . . DONNA Graboweski, Donna M.
Assignment . . 8
Primary . . N (Y/N)
Assign to . . PAY000 M EMPLOYEE MANAGEMENT SYSTEM
M-Menu I-Menu Item

Default OUTQ LASER
Library QUSRSYS
Work Area . EMCM Fort McMurray Work Area access
Century Year 2001

System	Years	Open	(CCYY)				
ACS	1998	1999	2000	2001	2002	2003	2004
EMS	1998	1999	2000	2001	2002	2003	2004
FAS	1998	1999	2000	2001	2002	2003	2004
FMS	1998	1999	2000	2001	2002	2003	2004
HMS	1998	1999	2000	2001	2002	2003	2004
WHS	1998	1999	2000	2001	2002	2003	2004

Mode: Change Cancel? N

MA a 06/015
Connected to remote server/host SYSTEM1 using port 23

NOTE 1: It is critical to warn users to continually watch what assignment they are entering while two years are actively open. Users have run an actual payroll, during this transition phase, in the wrong year. It may be helpful to assure that assignment #1 is the most commonly entered option.

NOTE 2: Add the new year assignments to those users who will be involved in setting up the new year. After completing all setup procedures add the new year assignment to all users.

When all information and options have been completed in the new year, add an assignment to all the users giving them access to the new employee year.

JRN.CHG2 - Maintaining Files to be Reported

This program is used to mark which files and members are to be reported on. DFU has been used to create this option. The following command keys are used to change and delete entries:

F11 - Change existing entry

F23 - Delete current entry

```
Session A - [24 x 80]
File Edit Transfer Appearance Communication Assist Window Help
PrintScreen Copy Paste Send Recv Display Color Map Record Stop Play Quit Clipbrd Support Index

Maintain Journal Audit Control File
Format . . . . : RJMAUJM
Mode . . . . : CHANGE
File . . . . : JMAUJM

FILE NAME: PEIS301
FILE LIBRARY NAME: EMSEFILES
JOURNAL NAME: PAYJRN
JOURNAL LIBRARY NAME: ZJRNLIB
MEMBER NAME: EMCM_00
AUDIT PROGRAM NAME: JMU050
AUDIT PROGRAM LIBRARY: ZJRNPGM
PRINT AUDIT Y/N: Y

F3=Exit F9=Insert F5=Refresh F10=Entry F6=Select format F11=Change
Mâ a 05/025
```

NOTE Some CIMS members are annual members (eg. FMCM_01). User must make sure to update the appropriate membes when a new employee year has begun.

NOTE User should NOT have to ADD any entries to this file. If a file does not exist, Take Two should be contacted.