



PPS Database Updates

module five

PPS Database Flags

Employee Distributions Screen

Transferring Updated PPS Data

Participant Activity 5

PPS Database Flags

In modules 3 and 4 you learned about the PPS Database Flag Indicators. They are found on the Employee List screen and the Detail Entry screen. Let's review which flags are on which screen.

Employee List Screen:

1. * The asterisk symbol indicates that appointment or distribution data was added, changed, and/or deleted on the employee's record in PPS.
2. + The plus symbol indicates that the employee was not originally extracted on the employee list, and was added or reactivated in PPS.
3. / The vergule (forward slash) symbol indicates that the employee was added to PPS and also appointment or distribution updates.

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Detail Entry Screen:

The **Chged** or **Added** flag appears in the Pay Period header information between the **Total Pct** field and the **Quick** button.

Employee Distributions Screen



When you click on the Employee button from the Detail Entry screen you will see the Employee Distributions screen. This screen will show what data information was added, changed, or deleted from the Payroll Personnel System (PPS) as indicated by the "chged" or "added" marker on the Detail Entry screen, or the PPS flags (*, +, /) preceding the employee's name on the Employee List screen. If you have a question or need more information as to why the employee data has been updated, please consult your departmental PPS contact.

See sample diagram of the Employee Distributions screen on the next page.

Transferring Updated PPS Data

To move the updated pay information into the Online Timekeeping system so you can enter time to effect the employee's pay, just select the changed PPS distribution line(s) and click on the Transfer button. The new information will be added to the Detail Entry screen. The new pay reporting line(s) are now ready for you to enter time. You can also copy these lines just as you would any other pay reporting line.

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Employee Distributions Fields & Buttons

NAME - The employee's name (Last, First, MI) as it appears in PPS.

ID - The employee's identification number that is generated by PPS.

TRANSFER BUTTON - Click on this button after selecting a changed distribution line to transfer the changed data into the Online Timekeeping system.

CANCEL BUTTON - Click on this button to exit the Employee Distributions screen and return to the Detail Entry screen without transferring any changed pay data.

DISTRIBUTION INFORMATION - The employee distribution pay data and related fields are populated by PPS. Any questions related to this information should be directed to your departmental PPS contact.

Participant Activity 5

Working with PPS Refreshed Data

While finishing your Monthly time entries you notice that Allen has an asterisk flag next to his name on the Employee Selection screen. You have also just been informed that Allen has a new fund source and you need to report 16.00 hours of Straight Overtime for this monthly pay period.

The following steps will guide you through transferring the changed data and keying the new hours for Allen.

1. Proceed on your own to the **DETAIL ENTRY SCREEN** for your employee named Allen.
2. From the **DETAIL ENTRY SCREEN** click on the **[EMPL]** button.
3. The system should now be displaying the **EMPLOYEE DISTRIBUTIONS SCREEN** for Allen.
4. Notice the new PPS pay distribution line 12 with the new Index effective 09/01/99. This new distribution was not part of the pay period data extraction. It was just recently entered into PPS by your departmental PPS preparer, and was captured by the nightly timekeeping database refresh process.
5. To transfer this pay data into the Online Timekeeping system click on the new Distribution line to highlight it.
6. With the Distribution line highlighted, click on the **[TRANSFER]** button.
7. The system will return to the **DETAIL ENTRY SCREEN** and Allen's new Index Pay Line will be available for you to enter the 16.00 hours of Straight Overtime. (Please note that you are not able to remove the old pay line because it is system generated.)
9. Next, click on the **[UPDATE]** button to save this entry.
10. Click on the **[EXIT]** button to finish and return to the **EMPLOYEE LIST SCREEN**.

