

## SCREEN 100 – Personnel Maintenance

This screen is used to gain initial access to the Personnel File on-line maintenance system. All of the various functions of the system are accessed from this screen. After proper sign-on has been completed, the user must enter either Screen 100 or Screen 000 to retrieve the screen. Any one of the various functions may now be selected.

Blank	<b>INQUIRY</b> - This function allows the user to view any or all data on the Personnel File for the employee having the specified social security number or UIN.
C	<b>CORRECTION</b> - This function is used to correct data for an SSN that is already on the File. The user is presented with the data on the Personnel File and given the opportunity to change the data or add new data. All data fields are edited prior to allowing the user to proceed to the next requested screen.
D	<b>DELETION</b> - This function is used to delete the data for a SSN which has not yet been paid on the payroll system. (This function is restricted and not generally available. Most deletions occur in a batch mode.)
N	<b>NEW Employee</b> - This function will prompt you to verify the SSN to be added before taking you to empty screens on which the data for a new employee may be entered into the Personnel File. All fields on each screen are edited prior to allowing the user to pass to the next requested screen.
T	<b>TRANSCRIBE TO CORRECT SSN</b> - This function copies all data from an incorrect SSN to the correct SSN.
V	<b>VENDOR FILE ADDITION REQUEST</b> - This function causes a flag to be set so that a record will be generated with the next payroll to build an update record for this person for the State Comptroller's Texas Payee Information System (TPIS)

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100 TAMUS B/P/P - Personnel Maintenance                                08/12/11  15:06
                                                                    P BPP0040  R116

Screen: A1

Function: A2          Blank = Inquiry
UIN/SSN: A3          C = Correction      N = New Record    (Enter SSN)
                                                                    D = Deletion      T = Transcribe data to correct SSN
                                                                    V = Vendor file addition request
                                                                    S = Schedule insurance mastercard

101 Personal Data                                127 Tax Levy/Student Loans/Bankruptcy
111 Addresses & phone numbers                    119 User Service Fees
140 Emergency contact information                108 Employee Org/TX Tomorrow Fund
102 Tax <OASI/UCI/EIC/FIT/SIT>                  117 Credit union/Charitable Cont.
104 Retirement <TRS/ORP>                        114 Charitable Cont. EDU/ENG PROF/EPP
115 Dependent data                              112 Federal Retirement
106 Benefit maintenance                        103 Federal Insurance
130 Benefit totals                             118 Billing Information
109 TDA/DCP/Roth 403(B)                        150 Local Income Tax Deductions
113 Court ordered deductions

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help          Exit  Main
    
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Field Name		Description
A1	Screen	See <a href="#">System Overview</a>
A2	Function	Blank    Inquire C        Correction D        Deletion N        New Employee S        Schedule Insurance Mastercard T        Transcribe Data to Correct SSN V        Vendor File Addition Request
A3	UIN/SSN	Valid 9-digit UIN or social security number.

### MESSAGES UNIQUE TO SCREEN 100 - PERSONNEL MAINTENANCE

1. **INVALID FUNCTION CODE FOR THIS USERID** - The user attempted to perform a function that is not allowed for this user. If the user should be allowed to perform the requested function, contact the B/P/P Operations Center.
2. **UIN HAS BEEN UPDATED - CONGRATULATIONS!** - A benefits summary memorandum for the specified UIN has been scheduled for later printing OR an insurance mastercard for the specified UIN has been scheduled for later printing OR The flags have been set to generate an add transaction for the State Comptroller's Texas payee information system for the specified UIN.
3. **PRESS 'ENTER' TO DEL UIN; OTHERWISE, ENTER 'NO' IN SCREEN FLD** - A request was made to delete an UIN, and the UIN has been cleared for deletion, if the user wishes to go ahead and do so.
4. **INVALID SYSTEM SELECTED. USE PF1 FOR HELP** - The user decided to forego deletion of an UIN from the file OR an invalid screen code was entered.
5. **UIN CANNOT BE DELETED FROM THE FILE** - A request was made to delete the specified UIN, but it has already been processed by the payroll calculation program, and is therefore ineligible for deletion. (If the UIN was entered incorrectly, you may want to use function "T" to transcribe the data.)
6. **UIN DELETED FROM FILE** - The records for the specified UIN have been deleted from the File.
7. **UIN IS ALREADY ON THE FILE** - A request was made to add the specified UIN to the File, but it is already there. Be sure the correct UIN was entered.
8. **UIN WAS NOT FOUND ON THE FILE** - A request was made to access the specified UIN, but it was not on the File. Be sure the correct UINN was entered.
9. **SSN HAS BEEN TRANSCRIBED (ADDED) TO THE FILE** - The data for an erroneous SSN has been copied to new records for the specified SSN.