

SCREEN 711 – Employment and Salary History

This screen displays a list of selected employment and salary history information for an employee. The history is gathered at the time Payroll records are generated. General information is available including actual compensation, monthly FTE rate, salary, job title, percent effort, percent increase, PIN, and original and current employment dates. The detail screen (described further below) shows pay information for pay dates in a chosen month, including object class, pay type, and longevity paid.

To access the main Employment & Salary History screen, type **711** in the Screen field on any screen and press the **ENTER** key. The Employment & Salary History screen will be returned.

Once the Employment & Salary History screen has been presented, type the employee's social security number in the SSN field. (You may press the <**F1**> key to obtain a list of available social security numbers and select one from that list.) Then, optionally, you can choose a particular date with which to start the list. To do so, type the month and year into the Start With field in the upper right corner of the screen. When you press the **ENTER** key, a portion of the list is displayed.

Once the list of employee and salary history is presented, you have several options from which to choose. You can either:

- Type in another screen's number in the Screen field at the top of the screen to go to that screen; or,
- Press the **ENTER** key to view more of the list (pressing the **ENTER** key when the message "END OF RECORDS FOR SSN" appears at the bottom of the screen will return you to the beginning of the list); or,
- Press the <**F3**> key (labeled "Exit") to return to the main menu; or,
- View the detail of an item.

To view the detail of an item, Place an X in the Sel column by the row of the item whose detail you wish to view and then press the **ENTER** key. The detail of the item you selected is now presented.

After the detail of the item is displayed, you can:

- Type in a screen number in the Screen field to go to another screen; or,
- Press the **ENTER** key to return to the list of records from which you left; or,
- Press the <**F3**> key (labeled "Exit") to quit viewing the detail and return to the SSN field, ready to enter another employee's social security number.

Quick steps for screen 711:

- Type **711** in the screen field
- Type in the social security number
- Press <**ENTER**> to view list
- Key in specific effective date for which to begin viewing records (optional)
 - Press <**ENTER**>
- View detail (optional)
 - Use any character to select item
 - Press <**ENTER**> to see detail screen
 - Press <**ENTER**> again to return to list
- View more records by pressing <**ENTER**>
- Input new social security number or Press <**F3**> to exit

Payroll Records:

711 TAMUS BPP System - Employment and Salary History										09/29/11 09:59	
Payroll										D BPP0040 R009	
Screen: A1											
SSN A2		Name A3		Start With A4							
S				Orig Employment Date A5							
e		Actual		MO FTE		Pct		Title		Percent	
l MO Year		Comp		Rate		Inc		Code		Adloc	
B1 B2		B3		B4		B5		B6		B8	
										B10 B11 B12	
-											
-											
-											
-											
-											
-											
-											
-											
-											
-											
-											
*** END OF RECORDS FOR SSN ***											
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---											
Help Exit Main											

Detail Records:

711 TAMUS BPP System - Employment and Salary History										09/29/11 10:02	
Payroll										D BPP0040 R009	
Screen: A1											
SSN A2		Name A3		Orig Employment Date A5							
Adloc B8		B9		Tl Cd B6 B7							
Paydate		Pay		Mo/Hrly		Title		Obj		Perc	
Typ		Salary		Rate		Code Pin		Acct Class		Effort	
C1		C2		C3		C4 B6 B10		C5 C6		C7 B11 C8	
*** END OF DETAIL RECORDS FOR B1 / B2 ***											
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---											
HELP Exit Main											

Field Name		Description
A1	Screen	See System Overview
A2	SSN	See System Overview
A3	Name	Employee Name, must be greater than four (4) characters in length.
A4	Start With	MM YYYY - Date with which to start listing
A5	Orig Employment Date	MM DD YYYY - Date employee was originally employed in the agencies of the A&M System
B1	MO	MM - Month for which the data in the row is shown
B2	Year	YYYY - Year for which the data in the row is shown
B3	Actual Comp	Actual Compensation - Total dollar amount of compensation for the particular Month/Year
B4	MO FTE Rate	Monthly Full Time Equivalent Rate for the particular Month/Year
B5	Pct Inc	Percent Increase - Percent Increase, if any, over the amount of compensation from the prior month
B6	Title Code	Title code for the particular Month/Year
B7	Title Code Description	Description of the Title Code
B8	Adloc	Administrative location for the particular Month/Year
B9	Adloc Description	Description of the Administrative Location
B10	Pin	Position identification number for the particular Month/Year
B11	Percent Effort	Percent Effort for the particular Month/Year
B12	Current Empl Dt	Current employment date for the particular Month/Year
C1	Paydate	MM DD YYYY - Pay date for which the data in the row is displayed
C2	Pay Typ	Pay Type for the particular pay date item
C3	Salary	Dollar amount paid for the particular pay date item
C4	Mo/Hrly Rate	Monthly or Hourly Pay rate, per hour if paid bi-weekly or per month if paid monthly, for the particular pay date item
C5	PT	Part number from which the item was paid
C6	Acct	Account number from which the item was paid
C7	Obj Class	Object class given to the particular pay date item

Field Name		Description
C8	Longevity Paid	Dollar amount of longevity pay for the particular pay date item