



**Ohio Department of
Administrative Services**
DIVISION OF HUMAN RESOURCES
30 EAST BROAD STREET
COLUMBUS, OHIO 43266-0405

George V. Voinovich
Governor

Sandra A. Drabik
Director

M E M O R A N D U M

TO: Payroll Officers, Personnel Officers, Labor Relations Officers and Fiscal Officers of all Departments, Institutions, Boards and Commissions

FROM: Robert L. Cruse, State Payroll Administrator

DATE: September 7, 1995

RE: Changes To Payroll Letter 680

The enclosed Payroll Letter 680 is being reissued after changes were made to help facilitate the process of payroll entry via computer terminal. The changes that have been made since the last time Payroll Letter 680 was issued are as follows:

- A complete explanation of when the payroll fields can be updated and how to ensure you are correct, is provided at the beginning of each of the three sections.
- A change in the Payroll System was made so that you can enter any make-up deduction on Thursday and Friday prior to maintenance.
- The issue of accessing an employee's payroll record through PAYU, having to go to SENB and possibly back to PAYU has been changed for easier access. When an employee's record is displayed on the screen, you can navigate between PAYU and SENB by continuing to press the PF10 key. Exhibit C has been changed accordingly.
- Compensatory Time Accrual has remained in the letter, because we have solved all of those issues and you can enter this data.
- Exhibit E - page 2 has been changed to provide you with an illustration of the explanation of what to look for to know that payroll maintenance has been completed successfully.

I hope this memo indicating changes in the previously issued Payroll Letter 680 is helpful; however, I still encourage you to review the entire letter before beginning your entry of payroll changes via computer terminal. Thank you in advance for your patience and cooperation. If you have any questions, please contact me at (614) 466-2986.

RLC/bc

enclosure



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September 7, 1995

**Reissued Payroll Letter 680
Supersedes Payroll Letter 527**

TO: Payroll Officers, Personnel Officers, Labor Relations Officers and Fiscal Officers of all Departments, Institutions, Boards and Commissions

FROM: Robert L. Cruse, State Payroll Administrator

RE: Payroll Changes Via Computer Terminal

Presently you have the capability to make changes to various fields listed on the payroll file via computer terminal. The changes are made based on information on a personnel action, a change of address card and/or an employment application. They also may be made in place of writing entries on the payroll disbursements journal. Those entries are outlined in Sections I and II. In the near future, you will be notified that you can begin making entries outlined in Section III.

- I. The ten fields listed below contain personnel-related data that is not printed on the payroll disbursements journal. **Entries via computer terminal can be made to these fields whenever the header update flag is yes, which should be from Wednesday prior to pay day Friday through Wednesday following pay day Friday. You can check the update flag by viewing your agency payroll header record. Type PAYU followed by your six digit payroll number and press the enter key (see Exhibit E - page 2).**

Please refer to Exhibit A for the exact location of the fields on the PAYU screen.

- **Address** - a twenty-five position alphanumeric field following the field name ADDR on the computer screen. Please refer to Exhibit D when entering address.
- **City** - a eighteen position alphanumeric field following the field name CITY on the computer screen. Please refer to Exhibit D when entering city.
- **State** - a two position alphabetic field following the field name STATE on the computer screen. Please refer to Exhibit D when entering state.

Payroll Letter 680

- **County of Residence** - a four position alphabetic field following the field name CNTYR on the computer screen. Please refer to Exhibit D when entering county of residence.
 - **Zip Code** - a five position numeric field following the field name ZIP on the computer screen.
 - **Work Telephone Number** - a ten position numeric field following the field name TEL on the computer screen. The area code and telephone number is entered as the cursor is automatically positioned for each portion of the field. We provide changes to the State Telephone Operators on a daily basis, so it is important to maintain current information.
 - **Date of Birth** - a six position numeric field following the field name DOB on the computer screen. The field consists of the month (01-12), the day (01-31) and the year (the last two digits). The cursor is automatically positioned for each portion of the field.
 - **Sex** - a one position alphabetic field following the field name SEX on the computer screen. The possible entries are M for male, F for female or a space for unknown.
 - **Education** - a twelve position alphanumeric field following the field name EDUC on the computer screen. The years, degree and major are entered as the cursor is automatically positioned for each portion of the field.
 - **County of Employment** - a four position alphabetic field following the field name LOC on the computer screen. The first portion of the field LOC is three positions and contains the check sequence code. The next portion contains the identification of the county in which the employee works. The identification of the county is the first four letters in the county name. If you are not entering information in fields or portions of fields, you can navigate to where the entry is to be made by using the tab key. Please refer to Exhibit D when entering county of employment.
- II. The eleven fields listed in this section contain payroll-related data that is printed on the payroll disbursements journal. These fields may be changed by making entries via computer terminal in place of writing them on the journal. **Entries via computer terminal can be made to fields in this section whenever the header update flag is yes, which should be from Wednesday prior to pay day Friday through Wednesday following pay day Friday. You can check the update flag by viewing your agency payroll header record. Type PAYU followed by your six digit payroll number and press the enter key (see Exhibit E - page 2). The only exception would be make-up deduction codes (see Deductions), which cannot be entered until Thursday prior to pay day Friday.** Please refer to Exhibit B for the exact location of the eleven fields on the PAYU screen.

Payroll Letter 680

- **Check Sequence Number** - a three position numeric field following the field name LOC on the computer screen.
- **Dental Coverage Flag** - a multi-portion field following the field name DNT on the computer screen. The first portion that can be updated is the dental type (S=single, F=family or U=unspecified).
- **Dental Company Flag** - a multi portion field following the field name DNT on the computer screen. The second portion that can be updated is the dental company, the proper code is either C or D. Code D is Community Choice and code C is R. E. Harrington.
- **CAR Benefit** - a five digit numeric field following the field name CAR on the computer screen. The amount (dollars and cents) of the car benefit for affected employees. It is not necessary to enter the decimal point with the number, this will happen automatically. The last two digits of the number entered will be placed to the right of the decimal point. You calculate the CAR benefit and enter the amount each pay period based on a per day amount, taking into consideration holidays, employee, leave usage, etc. Please refer to the most recent payroll letter on Commute Policy.
- **Deferred Compensation** - a seven digit numeric field following the field name DEFC on the computer screen. This is the amount of deferred compensation (dollars and cents) deducted each pay period. It is not necessary to enter the decimal point or commas with the number, this will happen automatically. The last two digits of the number entered will be placed to the right of the decimal point.
- **Federal Withholding Exemption** - a two position alphanumeric field following the field name FTX on the computer screen. The combination of the two positions indicate the employee's marital status and number of exemptions as claimed on the employee's W-4 form. The possible entries are as follows:

C0 = Chaplains, no tax withheld

S0 = Single, no exemptions

S1 - S9 = Single, 1 to 9 exemptions

SL = Single, low income

SN = Single, no tax withheld

SY = Single, flat 28%

T0 = Single, 10 exemptions

T1 - T9 = Single, 11 to 19 exemptions

M0 = Married, no exemptions

M1 - M9 = Married, 1 to 9 exemptions

ML = Married, low income

MN = Married, no tax withheld

MY = Married, flat 28%

N0 = Married, 10 exemptions

N1 - N9 = Married, 11 to 19 exemptions

Payroll Letter 680

- **State Withholding Exemption** - a two position alphanumeric field following the field name OH : on the computer screen. The marital status for the purpose of withholding is the same as reported for the federal withholding. The two positions indicate the number of exemptions claimed on their IT-4 form. If the field is blank, the exemptions for state tax will be the same as your federal tax exemptions. The possible entries are:

00 - 97	number of exemptions
98 or ON	no state tax withheld
99 or OY	flat tax (3.5%)

- **U. S. Savings Bond** - a five digit numeric field following the field name BOND on the computer screen. This is the amount of money (dollars and cents) deducted each pay period toward the purchase of a bond. It is not necessary to enter the decimal point with the number, this will happen automatically. The last two digits of the number entered will be placed to the right of the decimal point.
- **Retirement Code** - a one position alphabetic field following the field name RETR on the computer screen. The possible entries are P, T, H, L, A, B, C, D, F or N. The definition of these codes is as follows:

P - Public Employees Retirement System (PERS)
T - State Teachers Retirement System (STRS)
H - Highway Patrol Retirement System (HPRS)
L - Law Enforcement Retirement System (LERS)
A - Retired Employee who now pays into PERS
B - Retired Employee who now pays into STRS
C - Retired Employee who now pays into HPRS
D - Retired Employee who now pays into LERS
F - Social Security
N - No retirement deducted

- **Deductions** - ten areas that contain three fields in each area. The ten areas are located on the screen directly below the vacation leave accrual field. To make an update to any of the fields, please use the tab key to navigate to the appropriate field and/or area. The deductions must begin in the first area and continue in sequence from area two through ten, based on the number of deductions. In most cases the system monitors the deduction frequency based on the code you provide and it monitors the amount, percentage, etc. in some cases to eliminate errors whenever possible. The system also recognizes all valid deduction codes and prohibits posting any erroneous code. A definition of the three fields contained in each area is provided below:

Payroll Letter 680

The first field in each area is a one position alphanumeric field for the deduction frequency. The possible entries are 1 for the first pay period of the month, 2 for the second pay period of the month, B for both pay periods of the month (first and second) and A for all pay periods in the year (including the third pay period of the month, which happens twice a year). The second field in each area is a three position alphanumeric field for the deduction code. Please refer to the appropriate payroll letter for the possible entries.

The second field in each area is a three position alphanumeric field for the deduction code. There are approximately 1,000 valid deduction codes. When you enter a change to a code or you add a new code to the employee's record, the system will only allow the entry if the code is valid. Each time codes are changed, added or deleted, a payroll letter is issued. Please refer to the appropriate payroll letter for a definition of the code you need to enter.

The third field in each area is a five digit numeric field for the deduction amount. This is the amount of money (dollars and cents) deducted based on the frequency for the deduction specified. It is not necessary to enter the decimal point with the number, this will happen automatically. The last two digits of the number entered will be placed to the right of the decimal point. In some instances the entry in the amount field is not an amount but a percentage, such as municipal tax deductions. For example, if the percentage is 2%, the entry would be 200 (the computer program converts the 2.00 % to .02 and calculates the employee's municipal tax by multiplying gross pay by .02). The percentage is entered as 200 and converted to .02 rather than being entered as .02 because there are municipal taxes that already use the two decimal places and cannot be entered as a decimal because there are not enough decimal positions to hold the number in that format. For example, 1.75% is entered as 175 rather than .0175 because of the four decimal places. You must enter the number to the hundredths position and you do not need to enter the decimal point.

Special treatment of deduction codes:

The **only** union code which can be entered is a "D" union membership code. The computer security will not allow you to change a union membership to a fair share deduction nor will it allow you to remove any deduction code. For any union code that has an amount which is a percentage of the employee's hourly rate of pay, you need only to enter an amount of \$1.00. The computer will calculate the proper amount when payroll is processed.

In the past, you have not had the ability to post make-up deductions until pay day payroll maintenance had been completed successfully. We have made changes to the Wednesday night maintenance so that you can post make-up deductions beginning on Thursday prior to pay day Friday.

- **CAS Split Fund ACCT Pay Exceptions** - this entry is made in the area directly below the field name YTDC. There are three ways to enter the CAS Split Fund Pay Exception. To enter a specific amount of the gross pay to be charged to a different reference number, you enter ACCT and press the update key. To enter a specific percentage of the gross pay to be charged to a different reference number, you enter ACCT% and press the update key. To enter a specific number of hours at the employee's total hourly rate of gross pay to be charged to a different reference number, you enter HOUR and press the update key. Each of these entries will create a template for you. The template defaults to object of expense 010-01 (Base Salaries and Wages). You enter the amount, percentage or hours, the reference number you want the money charged to and you can change the object of expense if necessary.

Remember that these ACCT entries stay on payroll until you line them off the Payroll Disbursements Journal. Therefore, if you do not want the same disbursement of gross pay the following pay period, you need to line through the ACCT entries in red before submitting your next work copy to Payroll Processing.

- **CAS Reference Number** - a five digit numeric field following the field designation # on the computer screen. The number represents a group of specific accounting codes unique to that number. The Payroll Officer creates the CAS reference numbers for the agency via computer terminal using the application PCAS. Once a CAS strip has been created, the computer will place the accounting codes in their proper fields based on the reference number. A table of acceptable CAS codes and their assigned reference numbers is available by using the PCAS application.

III. Having the capability to enter data via computer terminal has had a positive impact on the processing of payrolls. Therefore, we have modified the system to provide you with the ability to enter twelve additional fields via computer terminal. These fields may be changed by making entries via computer terminal in place of writing them on the journal. **Entries via computer terminal can be made to fields in this section after pay day payroll maintenance has been completed successfully, which should be from Saturday following pay day Friday through Wednesday following pay day Friday. Before making any entries, please check your agency payroll header record by typing PAYU followed by your six digit payroll number and pressing the enter key. The header update flag must be "yes" and the Change Journal number must be zero (0), please refer to Exhibit E - page 2.** Please refer to Exhibit C for the exact location of the twelve fields on the PAYU screen and the SEN screen.

NOTE: Each leave usage field may contain as many as 99.99 hours. This is to allow you to enter hours used during the current pay period as well as hours used from a previous pay period that did not get entered. Example - 80 hours vacation this pay period with 8 hours of sick leave and 8 hours of vacation from last pay period not posted can be entered as 88 hours vacation usage and 8 hours sick leave usage.

Payroll Letter 680

- **Compensatory Hours Used** - a five digit numeric field following the field name COMP on the computer screen. The first portion of the field COMP contains the balance, the second part of the field contains the accrual and the third part contains the usage, which is the data that can be updated. To make an update to the compensatory hours used, please use the tab key to navigate to where the entry is to be made.
- **Old Sick Leave Hours Used** - a five digit numeric field following the field name OLDS on the computer screen. The first portion of the field OLDS contains the balance, the second part of the field contains the accrual and the third part contains the usage, which is the data that can be updated. To make an update to the old sick leave hours used, please use the tab key to navigate to where the entry is to be made.
- **Sick Leave Hours Used** - a five digit numeric field following the field name SICK on the computer screen. The first portion of the field SICK contains the balance, the second part of the field contains the accrual and the third part contains the usage, which is the data that can be updated. To make an update to the sick leave hours used, please use the tab key to navigate to where the entry is to be made.
- **New Sick Leave Hours Used** - a five digit numeric field following the field name NEWS on the computer screen. The first portion of the field NEWS contains the balance, the second part of the field contains the accrual and the third part contains the usage, which is the data that can be updated. To make an update to the new sick leave hours used, please use the tab key to navigate to where the entry is to be made.

Definitions of sick leave:

New Sick Leave was created in November, 1981 because of provisions provided by House Bill 694. Sick leave accrued on or after December 1, 1981 was paid at 90% of the employee's hourly rate when used. Sick leave paid at termination or December conversion was paid at 50% of the employee's hourly rate. In July, 1987, based on House Bill 178, payment of sick leave used was changed from 90% to 100%.

Sick Leave is leave accrued prior to December 1, 1981 and was paid at 100% of the employee's hourly rate when used. Sick leave paid at termination was paid at 50% of the employee's hourly rate. There are no December conversion options for this leave.

Old Sick Leave was created in July, 1987 because of provisions provided by House Bill 178. This is sick leave accrued with an agency **not** paid by Auditor of State which an employee transferred to the state when the employee was hired on or after July 5, 1987. Sick leave will not be paid at termination and there are no December conversion options for this leave.

EXPLANATION OF HOW SICK LEAVE USAGE IS PROCESSED:

When sick leave usage is entered, regardless of the type of sick leave being entered, the sequence for processing is new sick, sick and then old sick. The computer will determine where the sick leave is being used and post the hours and/or portions of an hour to the proper sick leave used field. For example, if an employee has a new sick leave balance of 2.50 hours, a sick leave balance of 12.0 hours and an old sick leave balance of 123.45 hours and the employee used 24.00 hours. You enter 24.00 hours used in any of the three sick leave usage fields and the computer will process that entry as follows:

TYPE	BALANCE	ACCRUAL	USAGE
New Sick Leave	2.50	3.10	5.60
Sick Leave	12.00		12.00
Old Sick Leave	123.45		6.40

- **Personal Leave Hours Used** - a five digit numeric field following the field name PLV on the computer screen. The first portion of the field PLV contains the balance, the second part of the field contains the accrual and the third part contains the usage, which is the data that can be updated. To make an update to the personal leave hours used, please use the tab key to navigate to where the entry is to be made.
- **Vacation Leave Hours Used** - a five digit numeric field following the field name VAC on the computer screen. The first portion of the field VAC contains the balance, the second part of the field contains the accrual and the third part contains the usage, which is the data that can be updated. To make an update to the vacation leave hours used, please use the tab key to navigate to where the entry is to be made.

NOTE: When entering compensatory hours used, sick leave hours used, personal leave hours used and/or vacation hours used you must include all hours used, and include any of those hours used in lieu of sick leave. In addition, the hours used in lieu of sick leave must be entered in the appropriate fields on the SEN screen. The hours in the fields for leave in lieu of sick leave are not used in the payroll system for any calculations, they are for accounting purposes only.

Example: An employee has a zero sick leave balance and requests to use 8 hours of vacation in lieu of sick leave. The employee had already used 8 hours of vacation in that pay period. You would enter 16 hours of vacation used on the PAYU screen and 8 hours of vacation used in lieu of sick leave on the SEN screen.

- **Overtime Hours Worked** - a five digit numeric field following the field name O/T on the computer screen. This is the amount of overtime hours (in hundredths of an hour) worked each pay period. It is not necessary to enter the decimal point with the number, this will happen automatically. The last two digits of the number entered will be placed to the right of the decimal point.
- **Sick Leave Occasions This Pay Period** - a three digit numeric field following the field name SIC OCC PPD on the computer screen. This is the number of sick leave occasions the employee has accumulated during the pay period being processed.
- **Compensatory Hours Accrued** - a five digit numeric field following the field name ACCR on the computer screen. This is the number of compensatory hours (in hundredths of an hour) earned during the payroll period being processed. It is not necessary to enter the decimal point with the number, this will happen automatically. The last two digits of the number entered will be placed to the right of the decimal point.
- **Compensatory Time Usage In Lieu Of Sick Leave Usage** - a five digit numeric field following the field name CT LIEU SICK on the computer screen. This is the number of compensatory hours (in hundredths of an hour) used in lieu of sick leave during the payroll period being processed. The employee's sick leave balance must be 0 to be eligible to use comp time in lieu of sick leave. It is not necessary to enter the decimal point with the number, this will happen automatically. The last two digits of the number entered will be placed to the right of the decimal point.
- **Personal Leave Usage In Lieu Of Sick Leave Usage** - a five digit numeric field following the field name PL LIEU SICK on the computer screen. This is the number of personal leave hours (in hundredths of an hour) used in lieu of sick leave during the payroll period being processed. The employee's sick leave balance must be 0 to be eligible to use personal leave in lieu of sick leave. It is not necessary to enter the decimal point with the number, this will happen automatically. The last two digits of the number entered will be placed to the right of the decimal point.
- **Vacation Leave Usage In Lieu Of Sick Leave Usage** - a five digit numeric field following the field name VAC LIEU SICK on the computer screen. This is the number of vacation leave hours (in hundredths of an hour) used in lieu of sick leave during the payroll period being processed. The employee's sick leave balance must be 0 to be eligible to use personal leave in lieu of sick leave. It is not necessary to enter the decimal point with the number, this will happen automatically. The last two digits of the number entered will be placed to the right of the decimal point.

In addition, Exhibit E provides you with instructions on fields in the payroll header record that you can enter via computer terminal.

Back-up Procedures

The payroll file is copied from a computer disk to a computer tape every evening, providing us with a back-up. There have been very few occasions when a problem occurs such as a system failure which may cause the computer to make inappropriate changes to the payroll file. When this happens, we are notified as soon as possible and the file is closed to stop all access. If there is a problem with the payroll file which cannot be corrected, we would as a last resort restore the payroll file from the back-up tape created prior to the time of the problem. If this affects the users, they are notified regarding what entries were lost so that they can re-enter them. ***Therefore, it is recommended that you keep a daily log of the terminal entries you make each day (this could be the actual documents you use to make the entries) in the event that terminal entries are lost due to file restoration.***

Security

Each individual will have a unique RACF ID and password. When you sign-on to CICS FIN and access the payroll file, your RACF ID and password has been programmed to allow you access and update ability. Therefore, you should never provide another individual with your RACF ID or password and you should never leave your computer terminal unattended when signed-on.

We have implemented a security system that logs every entry 24 hours a day, every day of the year. The security log file is placed on a computer tape which we retain in off-site storage. This provides us with a record of every entry made, including the field contents before and after the entry was made, the date and time the entry was made, and most importantly, the RACF ID and password of the individual who made the entry.

This security log file provides us with complete records for auditing purposes and a method of identifying any improper entries made to the payroll file. Because of this it is extremely important for you to follow the guidelines provided in regard to your RACF ID and password.

Payroll Letter 680

To make entries via computer terminal, you must have access to the CICSFIN region and you must have payroll update capability. To obtain these, please do the following:

- To receive access to CICS, please contact Debbie Farmer in the Division of Computer Information and Systems Services at (614) 466-7135.
- To receive payroll update capability, please send a written request signed by your supervisor to:

Robert L. Cruse, Payroll Administrator
DAS, Division of Human Resources
30 East Broad Street, 28th floor
Columbus, Ohio 43266-0405 or Fax your request to (614) 466-5127

If you have any questions regarding this memo or the process, please contact me at (614) 466-2986.

RLC/bc

attachments

EXHIBIT A

```

PAYB=101-000=000400          NEW/SEQ 000300  SSN 123-45-6789  PCN 00031.0
NAME DOE, JOHN A             CB 22 9  LOC 040  FRAN C40  GLI 28,000  DNT 2  F C FC
ADDR 123 E MAIN ST          CLAS 12115  CLERICAL SUPV  STEP 5  IND 91  M
CITY COLUMBUS             STATE OH  CNTYR FRAN  EDUC 12  STAT C  LOA
ZIP 43215  TEL 614 466 - 9999  APPT 01 01 26 80  COMP .00 .00 .00
DOB 07 - 11 - 59  SEX M  CAR PROM 09 27 87  OLDS .00 .00 .00
YTDG 10,166.40  GROS 1,129.60  ENDS 00 00 00  SICK 122.50 .00 .00
YTDF 971.00  FTX M0 104.00  SERV 15 - 094  NEWS 215.60 3.10 .00
YTDS 252.99  OH: 26.96  USERV - PLV 32.00 .00 .00
YSDI SD LSERV - VAC 316.40 6.20 .00
YTDD 450.00  DEFC 50.00  HRSWRK 80.00  RNGE 08 11.20 B E31 20.00
YTDH FA 170.20  BOND LESS BASE H 13.28 A F15 2.00
YTDM RETR P 96.02  O/T LNGV .84 1 JD1 42.55
YTDC 203.31  NET 767.48  MEDICR EDUC 0 0.00
                                     PROF 0.00
                                     LANG 0 0.00
                                     HAZ 0 0.00
                                     SUPP 0.00
                                     RATE 14.12
                                     GLIBEN .00
                                     CERT 0 CHARITY#1 _____ 0000.00
                                     NOPY CHARITY#2 _____ 0000.00
# 00203 FUND GRF SPRC 9876 SAC 1AB2 ADRC 1100 PROG _____ CHARITY#3 _____ 0000.00
GRNT _____ PROJ _____ SUB _____ MRU _____ RCAT _____ LOCA _____ ACT _____ EFT 3  DISABIL

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EXHIBIT B

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PAYB=101-000=000400          NEW/SEQ 000300  SSN 123-45-6789  PCN 00031.0
NAME DOE, JOHN A             CB 22 9  LOC   FRAN C40  GLI 28,000  DNT 2    FC
ADDR 123 E MAIN ST          CLAS 12115  CLERICAL SUPV  STEP 5  IND 91  M
CITY COLUMBUS               STATE OH  CNTYR FRAN EDUC 12          STAT C  LOA
ZIP 43215  TEL 614 466 - 9999  APPT 01 01 26 80  COMP      .00      .00      .00
DOB 07 - 11 - 59  SEX M  CAR   PROM 09 27 87  OLDS      .00      .00      .00
YTDG 10,166.40  GROS 1,129.60  ENDS 00 00 00  SICK 122.50      .00      .00
YTDF 971.00  FTX  104.00  SERV 15 - 094  NEWS 215.60      3.10      .00
YTDS 252.99  OH:  26.96  USERV -      PLV 32.00      .00      .00
YSDI SD LSERV -      VAC 316.40      6.20      .00
YTDD 450.00  DEFC   HRSWRK 80.00  RNGE 08 11.20   20.00
YTDH FA 170.20  BOND   LESS BASE H 13.28   2.00
YTDM RETR  96.02  O/T LNGV .84 1 JD1 42.55
YTDC 203.31  NET 767.48  MEDICR EDUC 0 0.00
ACCT 0.00 -REFNO=00000 010-01 PROF 0 0.00
ACCT 0.00% -REFNO=00000 010-01 LANG 0 0.00
ACCT 0.00 -REFNO=00000 010-01 00.00 HOURS HAZ 0 0.00
SUPP 0.00
RATE 14.12
GLIBEN .00
CERT 0 CHARITY#1  0000.00
NOPY CHARITY#2  0000.00
#  FUND GRF SPRC 9876 SAC 1AB2 ADRC 1100 PROG  CHARITY#3  0000.00
GRNT  PROJ  SUB  MRU  RCAT  LOCA  ACT  EFT 3  DISABIL
  
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EXHIBIT C

```

PAYB=101-000=000400          NEW/SEQ 000300  SSN 123-45-6789 PCN 00031.0
NAME DOE, JOHN A             CB 22 9 LOC 040 FRAN C40 GLI 28,000 DNT 2 F C FC
ADDR 123 E MAIN ST          CLAS 12115 CLERICAL SUPV STEP 5 IND 91 M
CITY COLUMBUS               STATE OH CNTYR FRAN EDUC 12          STAT C LOA
ZIP 43215 TEL 614 466 - 9999 APPT 01 01 26 80  COMP .00 .00 1.50
DOB 07 - 11 - 59 SEX M CAR PROM 09 27 87 OLDS .00 .00 .00
YTDG 10,166.40 GROS 1,129.60 ENDS 00 00 00 SICK 122.50 .00 .00
YTDF 971.00 FTX M0 104.00 SERV 15 - 094 NEWS 215.60 3.10 8.00
YTDS 252.99 OH: 26.96 USERV - PLV 32.00 .00 4.00
YSDI SD LSERV - VAC 316.40 6.20 16.00
YTDD 450.00 DEFC 50.00 HRSWRK 80.00 RNGE 08 11.20 B E31 20.00
YTDH FA 170.20 BOND LESS BASE H 13.28 A F15 2.00
YTDM RETR P 96.02 O/T 8.00 LNGV .84 1 JD1 42.55
YTDC 203.31 NET 767.48 MEDICR EDUC 0 0.00
                                PROF 0.00
                                LANG 0 0.00
                                HAZ 0 0.00
                                SUPP 0.00
                                RATE 14.12
                                GLIBEN .00
                                CERT 0 CHARITY#1 _____ 0000.00
PF1=UPDT, PF2=EHOC, PF3=EARN, PF5=POSU, PF6=PREV NOPY CHARITY#2 _____ 0000.00
# 00203 FUND GRF SPRC 9876 SAC 1AB2 ADRC 1100 PROG _____ CHARITY#3 _____ 0000.00
GRNT _____ PROJ _____ SUB _____ MRU _____ RCAT _____ LOCA _____ ACT _____ EFT 3 DISABIL
  
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After making entries to any of the first seven fields outlined in Section III, the remaining five fields are located on another screen which you can easily access by pressing the PF10 key. The new screen is displayed below:

```

SENB=101000=000400          NEW/SEQ 000300  SSN 123-45-6789 PCN 00031.0
NAME DOE, JOHN A             CERT 0 CHARITY#1 _____ 0000.00
                                NOPY CHARITY#2 _____ 0000.00
# 00203 FUND GRF SPRC 9876 SAC 1AB2 ADRC 1100 PROG _____ CHARITY#3 _____ 0000.00
GRNT _____ PROJ _____ SUB _____ MRU _____ RCAT _____ LOCA _____ ACT _____ EFT 3 DISABIL
AGENCY A _____ B _____ C _____ D _____ E _____ MIL-BAL PA1
DATA: F _____ G _____ H _____ I _____ J _____ MEDB STFLAG PA2
                                PA3
                                UNIF UNION-FLG 0 INAC PPD'S PAID 1
INTHRS /FY /CY /PROB SC 00.0 PC 00.0 PS 00.0
CCV FLG N PRV YR CNT 026 PREV YR HRS 2,077.50 DEC1 NSIC 34.00 PL 32.00
SIC OCC PPD 1 PREV 25 PPDS 5 DCSA N RSERV 00 - 000 VAC SVC 00 - 000
COMP BAL 3.50 ACCR 0.00 USED 0.00 SHIFT TIER 1
COMP TIME: ATTACHMENTS: SENIORITY: GLIBN 0.00
OLD BAL 3.50 SUP STATE DATE 00 00 00 GLICST 6.00
OLD RATE 14.12 GAR CREDITS 0.0000 PT HOS HR 999.99
THIS PPD LIM 0.00 IRS STATE RANK 000 DEN AMT 33.13
NEXT PPD LIM 0.00 WAG INST DATE 00 00 00 VIS AMT 4.02
CT LIEU SICK 0.00 BAN CREDITS 0.0000 LV LUMP FLAG 2
PL LIEU SICK 0.00 TOTAL INST RANK 000 CB LUMP FLAG
VAC LIEU SIC 0.00 CHILDSUP SIC+PL ACCR Y PRFLAG
PF1=UPDT, PF2=EHOC, PF3=EARN, PF5=POSU, PF6=PREV, PF7=STEP-FILE, ENTER=NEXT
PF8=SPEC-UPDT, PF10=TOGGLE, PF11=INACTIVE-TRANSFER, PF12=PADJ/COPY/TRANSFER
  
```

To return to the payroll screen simply press the PF10 key again.

EXHIBIT D

- There is no punctuation to be entered in any of the fields that make reference to this exhibit.
- Address should be spelled out, if there is not enough space please use the appropriate abbreviations from the list provided.
- City names should be spelled out, if there isn't enough space please use the appropriate abbreviations of prefixes for East, North, South and West from the list provided.

Accepted Abbreviations:

Alley	Al	Mountain	Mt
Avenue	Ave	North	N
Apartment	Apt	Ohio	Oh
Boulevard	Blvd	Park	Pk
Box	Bx	Parkway	Pkwy
Building	Bldg	Pike	Pk
Canyon	Can	Port	Pt
Center	Ctr	Place	Pl
Circle	Cir	Plaza	Plz
College	Coll	Point	Pt
Corner	Cor	Post Office Box	PO Bx
County	Co	Reserve	Res
County Road	Co Rd	Ridge	Rdg
Court	Ct	Road	Rd
Creek	Crk	Route	Rt
Drive	Dr	South	S
East	E	Square	Sq
Estates	Est	State	St
Floor	Fl	Station	Sta
Furnance	Fur	Street	St
Fort	Ft	Terrace	Terr
General Delivery	Gen Del	Township	Twp
Grove	Gr	Trace	Tr
Heights	Hts	Trail	Tr
Highway	Hwy	Trailer	Trlr
Island	Isl	University	Univ
Lake	Lk	Valley	Val
Lane	Ln	Veterans Home	Vet Hm
Line	Ln	Village	Vil
Lodge	Ldg	West	W

EXHIBIT D - page 2

- State Names **must** be entered utilizing the State and Territory designations listed below:

Alabama	AL	Nebraska	NE
Alaska	AK	Nevada	NV
Arizona	AZ	New Hampshire	NH
Arkansas	AR	New Jersey	NJ
American Samoa	AS	New Mexico	NM
California	CA	New York	NY
Canal Zone	CZ	North Carolina	NC
Colorado	CO	North Dakota	ND
Connecticut	CI	Ohio	OH
Delaware	DE	Oklahoma	OK
District of Columbia	DC	Oregon	OR
Florida	FL	Pennsylvania	PA
Georgia	GA	Puerto Rico	PR
Guam	GU	Rhode Island	RI
Hawaii	HI	South Carolina	SC
Idaho	ID	South Dakota	SD
Illinois	IL	Tennessee	TN
Indiana	IN	Trust Territories	TT
Iowa	IA	Texas	TX
Kansas	KS	Utah	UT
Kentucky	KY	Vermont	VT
Louisiana	LA	Virginia	VA
Maine	ME	Virgin Islands	VI
Maryland	MD	Washington	WA
Massachusetts	MA	West Virginia	WV
Michigan	MI	Wisconsin	WI
Minnesota	MN	Wyoming	WY
Mississippi	MS		
Missouri	MO		
Montana	MT		

EXHIBIT D - page 3

- County names **must** be entered utilizing the designations listed below:

Adams	ADAM	Licking	LICK
Allen	ALLE	Logan	LOGA
Ashland	ASHL	Lorain	LORA
Ashtabula	ASHT	Lucas	LUCA
Athens	ATHE	Madison	MADI
Auglaize	AUGL	Mahoning	MAHO
Belmont	BELM	Marion	MARI
Brown	BROW	Medina	MEDI
Butler	BUTL	Meigs	MEIG
Carroll	CARR	Mercer	MERC
Champaign	CHAM	Miami	MIAM
Clark	CLAR	Monroe	MONR
Clermont	CLER	Montgomery	MONT
Clinton	CLIN	Morgan	MORG
Columbiana	COLU	Morrow	MORR
Coshocton	COSH	Muskingum	MUSK
Crawford	CRAW	Noble	NOBL
Cuyahoga	CUYA	Ottawa	OTTA
Darke	DARK	Paulding	PAUL
Defiance	DEFI	Perry	PERR
Delaware	DELA	Pickaway	PICK
Erie	ERIE	Pike	PIKE
Fairfield	FAIR	Portage	PORT
Fayette	FAYE	Preble	PREB
Franklin	Fran	Putnam	PUTN
Fulton	FULT	Richland	RICH
Gallia	GALL	Ross	ROSS
Geauga	GEAU	Sandusky	SAND
Greene	GREE	Scioto	SCIO
Guernsey	GUER	Seneca	SENE
Hamilton	HAMI	Shelby	SHEL
Hancock	HANC	Stark	STAR
Hardin	HARD	Summit	SUMM
Harrison	HARR	Trumbull	TRUM
Henry	HENR	Tuscarawas	TUSC
Highland	HIGH	Union	UNIO
Hocking	HOCK	Van Wert	VANW
Holmes	HOLM	Vinton	VINT
Huron	HURO	Warren	WARR
Jackson	JACK	Washington	WASH
Jefferson	JEFF	Wayne	WAYN
Knox	KNOX	Williams	WILL
Lake	LAKE	Wood	WOOD
Lawrence	LAWR	Wyandot	WYAN

If out of state the field for county **must** be spaces or empty.

EXHIBIT E

In addition to checking the header record to determine if the Payroll Officer Update Flag is yes, there are several fields in your header record that you are responsible for keeping up-to-date. All of these fields have been updated by you in the past, either on-line or on your Payroll Disbursements Journal. The fields are as follows:

Agency Address - a twenty-five position alphanumeric field following the field name ADDR on the computer screen. This is usually the address of where the Executive Officer is located.

Telephone Number - a ten digit numeric field following the field name TELE on the computer screen. The area code and telephone number is entered as the cursor is automatically positioned for each portion of the field. The number is usually the general information number for the agency.

City - a twenty position alphanumeric field following the field name CITY on the computer screen. Again, this is usually the city where the Executive Officer is located.

Zip Code - a five digit numeric field following the field name ZIP on the computer screen.

All of the Officer fields are used to create mailing labels for distribution of letters, memorandums, computer output, etc.; therefore, it is important to keep these fields accurate and up-to-date.

Executive Officer - a thirty position alphanumeric field following the field name EXECUTIVE on the computer screen. The name is entered in the format of first name, middle initial, last name and any suffix (i.e. JR, etc.). Do not use any punctuation except for a hyphenated last name, and do not abbreviate. If the entire name cannot be entered in the thirty positions provided, use the initial of the first name.

Fiscal Officer - a thirty position alphanumeric field following the field name FISCAL on the computer screen. The name is entered in the format of first name, middle initial, last name and any suffix (i.e. JR, etc.). Do not use any punctuation except for a hyphenated last name, and do not abbreviate. If the entire name cannot be entered in the thirty positions provided, use the initial of the first name.

Personnel Officer - a thirty position alphanumeric field following the field name PERSONNEL on the computer screen. The name is entered in the format of first name, middle initial, last name and any suffix (i.e. JR, etc.). Do not use any punctuation except for a hyphenated last name, and do not abbreviate. If the entire name cannot be entered in the thirty positions provided, use the initial of the first name.

Payroll Officer - a thirty position alphanumeric field following the field name PAYROLL on the computer screen. The name is entered in the format of first name, middle initial, last name and any suffix (i.e. JR, etc.). Do not use any punctuation except for a hyphenated last name, and do not abbreviate. If the entire name cannot be entered in the thirty positions provided, use the initial of the first name.

EXHIBIT E - page 2

Labor Relations Officer - a thirty position alphanumeric field following the field name LABOR REL on the computer screen. The name is entered in the format of first name, middle initial, last name and any suffix (i.e. JR, etc.). Do not use any punctuation except for a hyphenated last name, and do not abbreviate. If the entire name cannot be entered in the thirty positions provided, use the initial of the first name.

EEO Officer - a thirty position alphanumeric field following the field name EEO on the computer screen. The name is entered in the format of first name, middle initial, last name and any suffix (i.e. JR, etc.). Do not use any punctuation except for a hyphenated last name, and do not abbreviate. If the entire name cannot be entered in the thirty positions provided, use the initial of the first name.

Maximum Compensatory Hours - a three digit numeric field following the field name COMP TIME MAX on the computer screen. In the past you have submitted this information along with your agency's comp time policy to DAS, Employment Services. This field can now be updated by you. The compensatory time max field sets the maximum comp time balance that an employee in the agency can accumulate. The number of hours entered cannot exceed 120.

```
PAYB=101-000=000000
101-000 DAS SYSTEMS ADMIN - TEST          FLAG          PAY PERIOD 04 15 95
ADDR 30 E BROAD ST 28TH FLOOR TELE 614 466 - 6915 TYPE B CAS DAS B  ADRC DAS2
CITY COLUMBUS OH ZIP 43266-0405 PERS 1141 - 08 LERS 0000 - 00
AGENCY DAS SYSTEMS ADMIN - TEST DEF COMP 450.00 UNIT OVRFLOW Y
EXECUTIVE ROBERT A SMYTHE FISCAL JACK G JOHNSON
PERSONNEL MARY K DUNNE PAYROLL ARNIE V BRIDGES
LABOR REL LORETTA SMITHERS EEO PATRICIA U WALKER
WC 1.7134 OSA .0000 HB 0152 FY 95 VOUCHER PR521 STATUS READY
CJ 6 CJDATE 04-01-95 #HOL 0 SICK LEAVE WARR-CT 11 GROSS 313,844.53
COMP TIME MAX= 120

SETTING OF FLAG TO ALLOW PAYROLL OFFICERS TO UPDATE RECORDS IS: YES

look for this number to be zero          look for this flag setting

PF11/PF23=CAS OBJECTS DISPLAY EXIT AND RETURN
```

To ensure that the pay day payroll maintenance was completed successfully, check the Payroll Officer Update flag for the word yes and check the CJ