



Ohio Department of Administrative Services

HUMAN RESOURCES DIVISION
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C. SCOTT JOHNSON, DIRECTOR

June 14, 2000

Payroll Letter 777

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

Subject: HR2K System - Application Update with Revised Security Form

Several online applications have been added to the HR2K system since its release in November 1999. The following functions are now available based on the security access you requested.

EEOU – The online “EEO Information” screen and the Missing EEO Information Roster.

To display an EEO Roster, enter EEOU followed by your six digit payroll number and press the enter key. Use the F9 toggle key to list the employees with missing or invalid EEO information. Enter the line number to display the employee’s EEO record and update the missing data.

PDIA – The online “Active Disability Claim” screen.

This is now working in HRDPROD and functionally is just like the previous system.

PDIW – The online “Disability Payback Calculation” screen.

This is now working in HRDPROD and functionally is just like the previous system.

WCOM – The online “Workers Compensation” screen.

This is now working in HRDPROD and functionally is just like the previous system.

PAYW – The online “Payroll Calculation” screen.

This is now working in HRDPROD and functionally is similar to the previous system. To access this application, enter from a blank screen “PAYW” followed by your six digit payroll number and press the enter key. This will bring up the Payroll Calculation screen that you can modify as desired. Press the update key (F1) to recalculate the gross to net, including the recalculation of taxes based on the withholding allowances selected.

Additionally, Payroll Officers have been given the ability to go directly to an employee’s payroll record (PAYU screen) and copy it to the PAYW file. To copy a record, press the tab key twice to a blank field to the right of the employee’s name on the PAYU screen, enter “WWW” and press F1. Clear the screen and type “PAYW” followed by your six digit payroll number and press the enter key. This will bring up the generic Payroll Calculation screen from which you can page forward (F8) to the newly created record. Change the screen values as desired and press F1 to recalculate Gross to Net.

PAYE – The online “Payroll Query” screen.

POSE – The online “Position Control Query” screen.

The functions are similar to the prior version of PAYE/POSE with an additional argument area being provided. From a cleared screen enter either PAYE or POSE. Use the following steps to define your query:

1. Define the range of your query (Department, Payroll, Starting PCN/Payroll Sequence Number and Record Type). If you do not enter a PCN/Payroll Sequence Number, the search will start with the first record of the first payroll entered. Record type “A” will skip the header and sub unit/work unit records.
2. Enter the number of the field that you desire to query. You may choose from the list displayed on the right side of the screen. The list can be scrolled forward (F8) and scrolled back (F7) to provide all of the fields available. Additionally, the list can be sorted in alphabetic sequence using F9.
3. Enter your argument (“eq” - Equal, “ne” – Not Equal, “lt” – Less Than or “gt” – Greater Than). Uppercase not necessary.
4. Enter the value of the field to be searched. An example is provided to the right of each list item. Punctuation and leading zeroes must be entered. Uppercase not necessary.
5. For multiple search arguments, please enter and “a” for and or an “o” for or then enter the next three fields of the query as defined in steps 2 through 4.
6. Press the enter key to produce your results.
7. The result list can be browsed using the page forward (F8) and page back (F7). You can also return to the query screen using the F12 key.

PAYU – Online Service Adjustment.

Service Adjustments are now available online. Special access will be needed to obtain this capability. This pertains to adjustments for correction purposes only. Crediting prior service must still be accomplished by processing a personnel action and forwarding it to Connie McGrady in the State Personnel Services Unit.

In the payroll exception area enter:

- | | |
|-------------------------------------|------------------------------------|
| “SERVADD” - State Service Credit | “USRVADD” - Unit Service Credit |
| “SERVSUB” - State Service Reduction | “USRVSUB” - Unit Service Reduction |

Press F1 to create the service adjustment template. Complete as needed and press F1 again to update the record. You will immediately note a correction in the employee’s service fields and a recalculation of the employee’s longevity amount. The employee’s vacation accrual will not be effected until the payroll has been processed. Note: the proper values for the service adjustment comment area include “DISB” (disability leave), “WCOM” (workers compensation leave) and “CORR” (any other type of correction).

Updating service corrections is limited based on your security access. It is recommended that only one person within your agency be given this ability. Please complete a new security request form (see attachment) and check the box next to PAYU - Update Service Corrections. In order to establish this security clearance for the employee, please fill out the form completely and have the employee and their appointing authority or designee sign. This form will replace any prior security requests. A report of service adjustments will be provided to Connie McGrady and she will monitor all adjustments. Agencies using this online adjustment improperly may have their security access for this function removed.

PAYU – Special Security Access (Update Name, SSN, Rates, etc.).

Earlier this year we met with some of the larger agencies and worked out the issues they encountered using the new HR2K system. We have developed a special security access to help them do their job more efficiently, while maintaining a secure system. Below are the additional security privileges, which they have requested. We are now making them available to all agencies.

1. New Payroll PA Codes to help correct the payroll issues.
 - C07 - Name Correction
 - C26 - Social Security Number Correction (New PA Code)
 - C42 - Step Corrected
 - C43 - Status Corrected
 - C44 - Rate Corrected
 - C45 - Appointment Type Corrected

When any of these PA codes are entered on an employee's payroll record, the associated field(s) will be opened up and corrections can be made directly to the payroll record. Agencies need to ensure that the associated position control record is also corrected.

2. New employees will have an 'A' personnel action code on their payroll record. Since this is the first payroll period the employee is getting paid, agencies will have the ability to correct the employee's Name or Social Security Number. If the position control record is also incorrect, it will also need to be corrected by the agency.
3. Employees who are in Step 'X' can have their rate of pay and longevity fields updated directly on PAYU. Changes to either of these fields will automatically recalculate the employee's total rate of pay. If the position control record is incorrect, it will also need to be corrected by the agency.
4. Employees who are on Disability Leave (classification 99001) can have their rate, classification, step and old sick leave balance updated directly on PAYU.

It is recommended that only a few persons within your agency be given these abilities. "Update Name, SSN, Rates, etc." access is limited based on your security access. Please complete a new security request form (see attachment) and check the box next to PAYU – Update Name, SSN, Rates, etc. In order to establish this security clearance for the employee, please fill out the form completely and have the employee and their appointing authority or designee sign. This form will replace any prior security requests. Agencies using this online adjustment improperly may have their security access for this function removed.

If you have any questions or comments regarding this memo, please direct them to Jerry Miller at (614) 644-9151 or fax them to (614) 232-1653.

RLC/jam

Attachment

State of Ohio
Human Resources – 2000 (HR2K)
User Security Access Request Form
 (please print)

Your Payroll Number: _____

Delete Access

Additional Payrolls: _____

Name: _____ RACF: _____

SSN: _____ Phone: _____

This request overrides the user's current access or creates access for a user that does not have access. Therefore, check *all* that apply.

	✓	SECU GRP	ACCESS DESCRIPTION
			POSU – Position Control
A		POSU	View Position Control Information
		POSL	View Position Control Log Info
U12 4-D			Limit access to Create Vacant Positions only (Restricted Access)
U1 24			Create Vacant Positions along with other functions
12 4-A			Access to Agency level position data and Personnel Action modifications.
13			Approve Personnel Actions (Decentralized Agencies Only)
2 5-C			Update Seniority Data only
			PAYU – Payroll Entry
A			View Payroll Information: PAYU DEDD, EARN, COMP, FMLA, PDHR, PACT, PAYI PDAR, PAYE
U		PAYU	Update Employee Personal Data
1		PAYU	Update Hours Tracking, Deductions Data, and Pay Exceptions
		PERR	View Payroll Error List
		PAYW	Use Payroll Calculation Screen
2		PAYU	Update Leave Balances
3		PAYU	Update Health Ins. Deductions
4		PAYU	Update Seniority Data
5S		PAYU	Update Service Corrections
6S		PAYU	Update Name, SSN, Rates, etc.

	✓	SECU GRP	ACCESS DESCRIPTION
			PAYH – Payroll Header
A			View Payroll Header Information
U			Update Payroll Header Information
			BENE – Benefits
A		BENE	View Benefits Information
		BENH	View Benefit History
U			Update Benefits Information
			EFTU – Electronic Funds Transfer
A			View EFTU & EFTB Information
U			Update EFTU Information
			PCAS – Payroll /Central Acct System
A			View PCAS Information
U			Update PCAS Accounting Records
			PAYM – Payroll Maintenance
A			View PAYM Menu
3			Create Work Unit Record
4			Create Employee Record
5			Transfer Record to New Seq. No.
6			Copy Record to New Seq. No.
			EHOE – Employee History
A			View Employee History

	✓	SECU GRP	ACCESS DESCRIPTION
			POSC – Position Costing
A			View POSC Information
			EEOU -Equal Employment Opportunity
A			View EEO Information
U			Update EEO Records
			PDED – Payroll Deduction Codes
A			View Deduction Code Information
			PADJ – Payroll Adjustments
A			View Payroll Adjustments Information
			BOND – US Savings Bonds
A			View Bond Information
			PDIA – Employee Disability
A		PDIA	View Employee Disability Info.
		PDII	View Inactive Disability Claims
U		PDIA	Approve or Disapprove Employee Disability Claims
			WCOM – Workers Compensation
A			View Workers Compensation Information
U			Create and Update Workers Compensation Information

	✓	SECU GRP	ACCESS DESCRIPTION
			SUGG – Suggestion Award
A			View Suggestion Award Info.
U			Create and Update Suggestion Award Information
			PALS – Child Care Voucher
A			View Child Care Voucher Info.
			DCSA–Dependent Care Spending Acct.
A			View DCSA Information
			EMPR – Employee Manual Payment
A			View Employee Manual Payment Information
			HDRS – Payroll Header Maintenance
A			View Payroll Header Maintenance Menu
			TELE – Telephone Directory
A			View Telephone List Information
U			Create and Update Telephone List Information
			SECU – Security & System Access
A			View HR2K System Access Info.
			W2TX - W2 Forms
A			View W2 Information

Security and User Access – read before signing

1. Security provides the means for data in the HR2K System to be viewed and/or updated. Security is controlled by your RACF ID and password. Your RACF ID will probably never change; however, your password should be changed by you every sixty days or less. Your password is extremely confidential and should not be given to any other person.
2. To develop your access, you check the appropriate boxes on this form to provide the functions you need to perform your job duties. The signatures provide us with the authority to grant the access requested.
3. Journal records are created each time data is updated. These records contain the changes that were made including (the value of the field before and after the update, the user’s RACF ID, the computer terminal ID and the date/time stamp). The file of journal records is used to prepare a report on microfiche for your agency and a copy is stored off-site by the Department of Administrative Services, Human Resources Division, Office of Payroll Administration. This report is used for auditing purposes and sometimes investigations.

Signature - State of Ohio Employee

Date

Signature - Agency Appointing Authority or Designee

Date