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Payroll Letter 798

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: New HR2K Computer Screens

State Payroll Administration has created some new screens to assist payroll and personnel offices. They include tools that will help agencies track approved disability and workers compensation claims, find employees with excessive leave usage and determine if an applicant is currently a State of Ohio employee. In addition, we are improving the navigation for some of the screens. A brief description of each new screen is provided below:

PDIR – Approved Disability Roster Screen

The PDIR screen provides an agency roster of approved disability benefits. The roster is a list of employees whose benefits were approved 30 days prior to, and including the current date plus any approvals with a future date. With the proper security you may access the State of Ohio Disability Approval Roster in HRDPROD by typing PDIR followed by the payroll number and press the enter key. The employee's PDIA screen is accessible by typing the line number for the employee and pressing the enter key or by placing the cursor anywhere on the line and press the enter key.

PDIR	State of Ohio Disability Approval Roster	05-18-2001 07:06
	Employee Name	P/R NO SSN Claim APPL/DATE ACTION/DATE
1)	Jones, Jerry E	100-000 012-42-1234 190698 H 04-25-01 5 05-10-01
2)	Packard, Billy D	100-100 111-62-2340 187745 E 03-12-01 F 05-04-01
3)	Jackson, Jess	100-100 123-42-2134 188801 H 04-26-01 5 05-14-01
4)	Frost, Jack	100-100 222-51-2341 190960 H 04-30-01 B 04-30-01
5)	Hamilton, Dorothy	100-100 234-72-1234 189089 H 04-25-01 6 05-10-01
6)	Ray, Ray M	100-100 333-31-2342 191408 A 05-03-01 C 05-14-01
7)	Bailey, Mister	100-100 345-51-2329 191201 A 05-04-01 5 05-16-01
8)	Childs, Ima K	100-100 444-42-1234 191204 A 05-09-01 C 05-17-01
9)	Howard, Johnson K	100-100 456-51-1234 191478 A 04-26-01 7 05-09-01
10)	Brown, Whitney R	100-200 555-52-2241 191509 A 04-23-01 C 05-07-01
11)	Hudson, Lake B	100-300 567-51-2424 191653 A 05-08-01 6 05-16-01

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F3=Exit F7=PgUp F8=PgDn F12=HR2K Menu
Bottom of file



WCOR – Approved Workers Compensation Roster Screen

The WCOR screen provides an agency roster of approved workers compensation benefits. The roster is a list of employees whose benefits were approved 30 days prior to, and including the current date plus any approvals with a future date. With the proper security you may access the State of Ohio Workers Compensation Approval Roster in HRDPROD by typing WCOR followed by the payroll number and pressing the enter key. The employee's WCOM screen is accessible by typing the line number for the employee and pressing the enter key or by placing the cursor anywhere on the line and press the enter key.

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WCOR State of Ohio Workers Compensation Approved Roster 05-18-2001 07:17
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Employee Name	P/R NO	SSN	Claim	Action/Date	Up/Date
1) DILLON, ROGER A	000-000	175-71-6051	144933	D 04-25-01	05-07-01
2) CLINE, KEVIN G	000-000	177-72-2991	821604	D 05-09-01	05-09-01
3) GRAY, SKYS R	110-000	081-73-2811	003000	D 04-30-01	04-30-01
4) BLY, CAPTAIN A	110-000	084-84-8711	130474	D 04-30-01	04-30-01
5) AVA, MARIA A	110-000	187-55-4683	130458	D 04-30-01	04-30-01
6) CAREY, JAMES G	110-000	188-56-5583	130466	A 04-30-01	04-30-01
7) ROW, JOHNNY B	110-000	289-37-3423	330480	D 04-30-01	04-30-01
8) KENT, CLARK	110-000	300-78-4383	134476	D 04-30-01	04-30-01
9) MILLERS, CARLYLE	110-000	382-29-7255	000000	S 04-30-01	04-30-01
10) KEITH, RODGER D	125-000	036-40-9125	352665	A 04-23-01	05-04-01
11) JACKSON, JAMES S	196-000	196-61-4055	000000	A 05-04-01	05-04-01
12) SIEGEL, BONNIE	221-000	156-52-6975	000000	A 05-08-01	05-08-01
13) CHILL, ROBERT A	226-000	369-63-5876	366314	A 05-15-01	05-16-01
14) MUTCHMAN, RODNEY A	430-000	168-44-0726	363391	A 05-14-01	05-14-01
15) ROBERTSON, KRIS D	430-000	370-45-5616	000000	A 05-03-01	05-03-01
16) ROBERTS, CONNIE	430-000	471-36-6556	333104	A 04-30-01	05-16-01

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F3=Exit F7=PgUp F8=PgDn F12=HR2K Menu
More...

PAYL – Payroll Leave Usage and Negative Leave Balance Screens

The PAYL screens lists employees who have a negative leave balance for the pay period currently being processed. To access the Employee Negative Leave Balance Roster, type PAYL followed by the payroll number and press the enter key. To access the employee's leave details, type the line number and press the enter key. In addition to the list of employees with negative leave balances, you can display various leave rosters for all employees by utilizing the F9 key. When you press the F9 key all employees leave balances will be displayed. Press the F9 key again and all employees leave accruals will be displayed. Press the F9 key one more time and the employees leave usages will be displayed. You can access a specific employee's leave data by typing PAYL followed by the employee's name or social security number SSN and pressing the enter key.



PAYL – Employee Negative Leave Balance Roster Screen

PAYL	Employee Negative Leave Balance Roster	05/18/2001 07:28
	For Pay Period Ending 05-05-2001	
DAS - GENERAL SERVICES ADMIN (100-100)	Work Unit: B36	
Seq #	Employee Name	NewSic OldSic VacTime PersLv CompTm
1)	014800 BOYTANO, BRUCE K	LESS 0.53 HRS NEG SIC BAL
2)	030200 BLAKE, MELVIN A	LESS 5.00 HRS NEG PL BAL
3)	030500 DOE, JOHNNY R	LESS 0.15 HRS NEG SIC BAL
4)	031800 SCOTT, GREAT C	LESS 5.47 HRS NEG SIC BAL
5)	033100 YOUNG, MIGHTY J	LESS 0.40 HRS NEG PL BAL
6)	034300 AYERS, RANDY E	LESS 1.05 HRS NEG CT BAL
7)	035000 SMITH, BRUCE L	LESS 0.67 HRS NEG VAC BAL
DAS - HUMAN RESOURCES (100-200)		
9)	011700 CARNES, TOM A	LESS 0.38 HRS NEG VAC BAL
10)	011700 CARNES, TOM A	LESS 0.13 HRS NEG SIC BAL
11)	012400 JONES, THOMAS E	LESS 0.59 HRS NEG SIC BAL
12)	018000 SWINE, HOGGIE A	LESS 0.18 HRS NEG VAC BAL
13)	018000 SWINE, HOGGIE A	LESS 13.43 HRS NEG SIC BAL
Enter line number or employee ID and press ENTER:		
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F1=Help	F3=Exit	F7=PgUp F8=PgDn F9=Toggle F12=HR2K Menu

PAYL – Employee Leave Detail Screen

PAYL	Employee Leave Detail	05/18/2001 08:02
	For Pay Period Ending 05-05-2001	
Employee: 123-12-1234	JONES, THOMAS E	Payroll: 100-200-012400
	Beginning PPD	PPD
	Balance Accrual	Usage
New Sick:	3.33 3.67	7.00 Less 0.59 HRS NEG SIC BAL
Old Sick:		
Vacation:	11.46 4.57	
Personal Leave:	4.00	
Comp Time:	.75	
Donated Leave:		
Vac Lieu of Sick:	12.50	
Pers Lieu of Sick:		
CT In Lieu of Sick:		
Enter employee SSN or name and press ENTER		
====> _____		
F1=Help	F2=Change	F3=Exit F4=PAYU F7=Prev F8=Next F12=Roster



FIND – Find information on all Current and Ex-employees Screen

An application has been developed to view selected information on all current and former State of Ohio employees. Information on former employees will include their separation date and code as well as their former agency. Information regarding former employees is kept on file for at least 10 years after their separation.

FIND	State of Ohio Alpha Roster			05-18-2001 08:12
	Payroll	Employee Name	Phone Number	
1)	760-002	MILLER, JERRY A	No Number Listed	INACTIVE
2)	501-435	MILLER, JERRY A	(419) 526-2100	
3)	100-200	MILLER, JERRY A	(614) 644-9151	
4)	770-107	MILLER, JERRY N	(937) 492-1141	
5)	723-001	MILLER, JESSICA S	No Number Listed	INACTIVE
6)	770-000	MILLER, JESSIE I	No Number Listed	INACTIVE
7)	723-001	MILLER, JO	No Number Listed	INACTIVE
8)	501-000	MILLER, JOAN M	No Number Listed	INACTIVE
9)	195-000	MILLER, JOANN E	No Number Listed	INACTIVE
10)	005-001	MILLER, JOANN K	(419) 213-4755	
11)	870-000	MILLER, JOANN M	(614) 466-7259	
12)	770-102	MILLER, JODI L	No Number Listed	INACTIVE
13)	100-000	MILLER, JODI N	(614) 752-8354	
14)	770-412	MILLER, JOHN	No Number Listed	INACTIVE

Enter line #, employee SSN, or employee name and press ENTER:
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F1=Help F3=Exit F7=PgUp F8=PgDn F9=Active Records Only F12=HR2K Menu

FIND	Employee Detail		05/18/2001 08:15
Employee: MILLER, JERRY A		Payroll: 100-200-017100	
Phone Number: (614) 466-6915		Class Number: 16832	
		Job Description: EX SECRETARY 1	
State Seniority Date: 10-01-1984		Civil Service Status: Certified	
State Credits: 422.0000			
State Tie Breaker:			
Inst Seniority Date: 10-01-1984			
Inst Credits:			
Inst Tie Breaker:			
Appointment Date: 10-01-1984			
Appointment End Date: 00-00-0000			
Appointment Type: 01			
Bargaining Unit: 22-9			

Enter employee SSN or employee name and press ENTER:
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F1=Help F3=Exit F4=PAYU F7=Prev PF8=Next PF12=Roster



COMP / FMLA / PDHR – Navigation Enhancements

Navigation to the Comp Time Screen (COMP), Family Medical Leave Hours Screen (FMLA) and the Lifetime Disability Hours Screen (PDHR) has been enhanced to work like the other HR2K screens. You can go to an employee's record by entering COMP, FMLA or PDHR followed by name or social security number.

Other enhancements are being made to the system to improve its look and feel. If you have any comments and/or suggestions, please contact Jerry Miller at (614) 644-9151.

RLC/jam