Entering the System

To enter the Payroll Commitment system, type **PC** at the SYSTEM heading on the ADIN system selection menu and press **ENTER** (Figure 1).

Not only can an originator initiate actions (e.g., appointment, resignation, etc.) in the PC, but they can also view important account information such as browsing a specific fund account, browsing commitment summaries and viewing section project breakdown information.

**Figure 1 — Payroll Commitment menu**

<table>
<thead>
<tr>
<th>FUNCTION</th>
<th>FUNCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>TC</td>
<td>Total Commitment</td>
</tr>
<tr>
<td>FD</td>
<td>Fund Account Detail</td>
</tr>
<tr>
<td>FB</td>
<td>Fund Account Browse</td>
</tr>
<tr>
<td>DB</td>
<td>Detail Browse</td>
</tr>
<tr>
<td>BC</td>
<td>Browse Commitment Summaries</td>
</tr>
<tr>
<td>CS</td>
<td>Commitment Summary Update</td>
</tr>
<tr>
<td>PR</td>
<td>Section Project Breakdown</td>
</tr>
<tr>
<td>PS</td>
<td>Section Project Browse by SSNO</td>
</tr>
<tr>
<td>PF</td>
<td>Section Project Browse by Acct</td>
</tr>
<tr>
<td>AA</td>
<td>New, Renew, Reclass, Prom....</td>
</tr>
<tr>
<td>RR</td>
<td>Resignation/Separation/Payout</td>
</tr>
<tr>
<td>CF</td>
<td>Change Funding Source</td>
</tr>
<tr>
<td>AC</td>
<td>Add Compensation, Lump Sum Pay</td>
</tr>
<tr>
<td>LL</td>
<td>LWOP, Med LWOP, Susp., Mil.</td>
</tr>
<tr>
<td>MM</td>
<td>Miscellaneous</td>
</tr>
<tr>
<td>BF</td>
<td>Browse/Approve Form</td>
</tr>
<tr>
<td>TE</td>
<td>Total Commitment Entered</td>
</tr>
<tr>
<td>BN</td>
<td>Browse Unrouted Actions</td>
</tr>
</tbody>
</table>

**F.Y.I.** Only the functions listed on the right hand side of Figure 1 pertain to the Electronic Personnel Action system. For your information, however, this manual will give a brief description of all the functions associated with the Payroll Commitment (PC) system.
TC – Total Commitment

This function shows the total (current) payroll commitment for an individual from all relevant accounts (Figure 2) for the fiscal year specified in the YEAR field. It is recommended that all originators view this screen first when entering the Payroll Commitment (PC) system. This screen gives information about the employee’s current position and fund account(s) from which the employee is being paid.

Figure 2 — Total Commitment

<table>
<thead>
<tr>
<th>FUNCTION TC</th>
<th>ID/SSN 012345678</th>
<th>FUND ACCT</th>
<th>SEQ</th>
<th>YEAR 09 VAC ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME DOE JANE</td>
<td>TITLE ADMIN SPEC III</td>
<td>12 MONTH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANNUAL.SALARY</td>
<td>50000</td>
<td>BASIS</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>ACCT-&gt;</td>
<td>400 1700</td>
<td>400 1701</td>
<td>400 1702</td>
<td>400 1703</td>
</tr>
<tr>
<td>LST.CHG</td>
<td>04 15 09</td>
<td>07 24 08</td>
<td>04 15 09</td>
<td>11 19 08</td>
</tr>
<tr>
<td>JUL</td>
<td>41.25</td>
<td></td>
<td>206.24</td>
<td></td>
</tr>
<tr>
<td>AUG</td>
<td>41.25</td>
<td>82.41</td>
<td>206.16</td>
<td></td>
</tr>
<tr>
<td>SEP</td>
<td>41.25</td>
<td>82.41</td>
<td></td>
<td>206.16</td>
</tr>
<tr>
<td>OCT</td>
<td>41.25</td>
<td>82.41</td>
<td></td>
<td>206.16</td>
</tr>
<tr>
<td>NOV</td>
<td>41.25</td>
<td>82.41</td>
<td>82.45</td>
<td>206.16</td>
</tr>
<tr>
<td>DEC</td>
<td>41.25</td>
<td>82.41</td>
<td>82.45</td>
<td>206.16</td>
</tr>
<tr>
<td>JAN</td>
<td>82.41</td>
<td>82.45</td>
<td>206.16</td>
<td></td>
</tr>
<tr>
<td>FEB</td>
<td>82.41</td>
<td>82.45</td>
<td>206.16</td>
<td>600.00</td>
</tr>
<tr>
<td>MAR</td>
<td>82.41</td>
<td>82.45</td>
<td>206.16</td>
<td></td>
</tr>
<tr>
<td>APR</td>
<td>82.52</td>
<td>82.45</td>
<td>206.16</td>
<td></td>
</tr>
<tr>
<td>MAY</td>
<td>371.09</td>
<td></td>
<td>206.16</td>
<td></td>
</tr>
<tr>
<td>JUN</td>
<td>371.09</td>
<td></td>
<td>206.16</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>742.18</td>
<td>247.50</td>
<td>741.80</td>
<td>1072.00</td>
</tr>
<tr>
<td>BASIS</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
</tbody>
</table>

FOR ADDITIONAL ACCOUNTS – PRESS P8

F1=Help; F3=Exit; F4=Transfer; F7/F8=Browse;

F.Y.I. If an employee has been paid from more than 6 accounts for the fiscal year, the message, “For Additional Accounts - Press F8” will appear at the bottom of the page. You can view these additional accounts by pressing the F8 key.
FD – Fund Account Detail

This function shows the detail within each account number for an employee (Figure 3). After typing FD at the FUNC heading, type either the employee’s Social Security number followed by an S or the employee’s University ID number followed by an I in the ID/SSN field and the appropriate account number in the FUND ACCT field and then press ENTER. To view all lines associated with that account, press the F7 and F8 keys to toggle back and forth. Only Payroll has access to make changes in this screen, but anyone can view it.

Figure 3 — Fund Account Detail

<table>
<thead>
<tr>
<th>FUNC</th>
<th>ID/SSN</th>
<th>FUND ACCT</th>
<th>SEQ</th>
<th>YEAR</th>
<th>VAC ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>FD</td>
<td>012345678</td>
<td>400 17 00</td>
<td>005</td>
<td>09</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CURRENT</td>
<td>FISCAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>NAME</td>
<td>Doe Jane</td>
<td>TITLE</td>
<td>ADMIN</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SPEC III</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>NEW</td>
<td>OLD</td>
<td>NEW</td>
<td>OLD</td>
</tr>
<tr>
<td>JUL</td>
<td>206.24</td>
<td>206.24</td>
<td>JAN</td>
<td>82.45</td>
<td>82.45</td>
</tr>
<tr>
<td>AUG</td>
<td>206.16</td>
<td>206.16</td>
<td>FEB</td>
<td>82.45</td>
<td>82.45</td>
</tr>
<tr>
<td>SEP</td>
<td>0.00</td>
<td>0.00</td>
<td>MAR</td>
<td>82.45</td>
<td>82.45</td>
</tr>
<tr>
<td>OCT</td>
<td>0.00</td>
<td>0.00</td>
<td>APR</td>
<td>82.45</td>
<td>82.45</td>
</tr>
<tr>
<td>NOV</td>
<td>82.45</td>
<td>82.45</td>
<td>MAY</td>
<td>82.45</td>
<td>82.45</td>
</tr>
<tr>
<td>DEC</td>
<td>82.45</td>
<td>82.45</td>
<td>JUN</td>
<td>82.45</td>
<td>82.45</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PREVIOUS</td>
<td>1072.00</td>
<td>CHANGE</td>
<td>.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NEW TOTAL</td>
<td>1072.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S. DATE</td>
<td>01 01 09</td>
<td>E. DATE</td>
<td>06 30 09</td>
<td>FRAC</td>
<td>BASE P</td>
</tr>
<tr>
<td>S E</td>
<td>A.SAL</td>
<td>D.SAL</td>
<td>GROSS</td>
<td>SM</td>
<td>FRAC</td>
</tr>
<tr>
<td>01</td>
<td>50000</td>
<td>2474</td>
<td>206.16</td>
<td>07</td>
<td>206.24</td>
</tr>
<tr>
<td>02E</td>
<td>50000</td>
<td>2474</td>
<td>206.16</td>
<td>03</td>
<td>.00</td>
</tr>
<tr>
<td>03E</td>
<td>50000</td>
<td>2474</td>
<td>206.16</td>
<td>09</td>
<td>.00</td>
</tr>
<tr>
<td>04</td>
<td>50000</td>
<td>989</td>
<td>82.45</td>
<td>11</td>
<td>.00</td>
</tr>
<tr>
<td>05</td>
<td>50000</td>
<td>989</td>
<td>82.45</td>
<td>01</td>
<td>.00</td>
</tr>
<tr>
<td>PA203</td>
<td>RECORD MAY BE UPDATED</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

F.Y.I. The Fund Account Detail screen can be very confusing. If viewing this information is necessary, the DB – Detail Browse screen will list the same information in a format that is easier to read and includes the details for all accounts.
FB – Fund Account Browse

This function shows all individuals on a specific account for each month of the fiscal year (Figure 4). After typing **FB** at the FUNC heading, type zeros in the ID/SSN field, the account number in the FUND ACCT field, the fiscal year you want to view in the YEAR field and then press **ENTER**. To view all individuals on that account, press the **F8** key to page forward. To view the monthly total and the annual total, keep pressing the **F8** key until you see “End of Summary”.

Figure 4 — Fund Account Browse

<table>
<thead>
<tr>
<th>FC</th>
<th>MONTHS</th>
<th>7/1</th>
<th>8/2</th>
<th>9/3</th>
<th>10/4</th>
<th>11/5</th>
<th>12/6</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME:</td>
<td>DOE JANE</td>
<td>UID:</td>
<td>012345678</td>
<td>BASE:</td>
<td>P</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5012.50</td>
<td>5012.50</td>
<td>5012.50</td>
<td>5012.50</td>
<td>5012.50</td>
<td>5012.50</td>
<td>5012.50</td>
<td>5012.50</td>
<td>5012.50</td>
</tr>
<tr>
<td>NAME:</td>
<td>SWIFT MARY</td>
<td>UID:</td>
<td>123456789</td>
<td>BASE:</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2643.37</td>
<td>2643.33</td>
<td>2643.33</td>
<td>2643.33</td>
<td>2643.33</td>
<td>2643.33</td>
<td>2643.33</td>
<td>2643.33</td>
<td>31720.00</td>
</tr>
<tr>
<td>NAME:</td>
<td>GREENFIELD DAVID</td>
<td>UID:</td>
<td>234567890</td>
<td>BASE:</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2684.99</td>
<td>2684.91</td>
<td>2684.91</td>
<td>2684.91</td>
<td>2684.91</td>
<td>2684.91</td>
<td>2684.91</td>
<td>2684.91</td>
<td>32219.00</td>
</tr>
<tr>
<td>NAME:</td>
<td>LI CHEN</td>
<td>UID:</td>
<td>345678901</td>
<td>BASE:</td>
<td>E</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2684.99</td>
<td>2684.91</td>
<td>2684.91</td>
<td>2717.46</td>
<td>2778.50</td>
<td>2778.50</td>
<td>2778.50</td>
<td>2778.50</td>
<td>33000.27</td>
</tr>
<tr>
<td>NAME:</td>
<td>SMITH MICHAEL</td>
<td>UID:</td>
<td>456789012</td>
<td>BASE:</td>
<td>P</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5107.24</td>
<td>5107.16</td>
<td>5107.16</td>
<td>5107.16</td>
<td>5107.16</td>
<td>5107.16</td>
<td>5107.16</td>
<td>5107.16</td>
<td>61286.00</td>
</tr>
<tr>
<td>SUB-TOTAL:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18133.09</td>
<td>18132.81</td>
<td>18132.81</td>
<td>18165.36</td>
<td>18226.40</td>
<td>18226.40</td>
<td>18226.40</td>
<td>18226.40</td>
<td>33000.27</td>
</tr>
</tbody>
</table>

F.Y.I. Since this screen lists employees in University ID number order, it is very important to start with all zeros in the ID/SSN field. The sub-totals and totals are calculated accumulatively as you page forward with the **F8** key, with the grand totals on the last page. If you start the list with a valid University ID number in the ID/SSN field, the grand totals will not include any employees with a lower University ID number.
DB – Detail Browse

This function shows the detail of all account numbers for an employee (Figure 5). The information is the same as the FD – Fund Account Detail screen, but in a different format. Here you can view a list of the details for all accounts instead of viewing each line for each account individually. After typing **DB** at the FUNC heading, type either the employee’s Social Security number followed by an S or the employee’s University ID number followed by an I in the ID/SSN field and then press **ENTER**. You may need to keep pressing the **F8** key until you see “End of Table” if the information flows into a second page.

**Figure 5 — Detail Browse**

```
FUNC DB ID/SSN 012345678 I FUND ACCT           SEQ 001 YEAR 09 VAC ID
CURRENT FISCAL YEAR DATA
BROWSE DETAIL COMMITMENT CHANGES
NAME DOE JANE     TITLE ADMIN SPEC III
FC   FUND.ACCT  SEQ    BASE   A.SAL  D.SAL     GROSS SP EP S E  COMMITTED
400 17 00  001      P    50000  14466   1205.50 01 12       14466.00
704 12 05  001      P    50000  17767   1480.58 01 12       17767.00
704 12 34  001      P    50000  17767   1480.58 01 12       17767.00
```

BC – Browse Commitment Summaries

This function shows information about a fund account series (e.g., all 704-12-XX accounts) (Figure 6). You may need to press the **F8** key continuously until you see “End of Summary”.

**Figure 6 — Browse Commitment Summaries**

```
FUNC BC ID/SSN           FUND ACCT 400 17 00 SEQ 001 YEAR 09 VAC ID
CURRENT FISCAL YEAR DATA
BROWSE PAYROLL COMMITMENT SUMMARIES
BUDGET      MERIT      PREVIOUS      CURRENT       CURRENT
FC FUND.ACCT       AMOUNT   TRANSFER    COMMITMENT    COMMITMENT    DIFFERENCE
400-17-00  1355,743.00       0.00     70,528.12     70,528.15   1285,214.85
400-17-01         0.00       0.00        709.09        709.09        709.09-
400-17-02         0.00       0.00        400.50        400.50        400.50-
400-17-03         0.00       0.00      9,748.60      9,748.60      9,748.60-
400-17-04         0.00       0.00      3,359.05      3,359.05      3,359.05-
400-17-05         0.00       0.00     16,301.25     16,301.25     16,301.25-
400-17-06         0.00       0.00     12,436.78     12,436.78     12,436.78-

SUB-TOTAL  1355,743.00       0.00    113,483.39    113,483.42   1242,259.58
PA214                                      PRESS <PF8> TO CONTINUE SUMMARY
F1=Help;   F3=Exit;   F4=Transfer;   F7/F8=Browse;
```
CS – Commitment Summary Update

This function shows the same information for individual accounts as the BC – Browse Commitment Summaries does for a fund account series (Figure 7).

Figure 7 — Commitment Summary Update

<table>
<thead>
<tr>
<th>FUNC CS ID/SSN</th>
<th>FUND ACCT 400 17 00 SEQ 001 YEAR 09 VAC ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CURRENT FISCAL YEAR DATA</td>
</tr>
<tr>
<td></td>
<td>PAYROLL COMMITMENT SUMMARY</td>
</tr>
<tr>
<td>BUDGET</td>
<td>MERIT</td>
</tr>
<tr>
<td>AMOUNT</td>
<td>TRANSFER</td>
</tr>
<tr>
<td>CURRENT</td>
<td>PREVIOUS</td>
</tr>
<tr>
<td>COMMITMENT</td>
<td>DIFFERENCE</td>
</tr>
<tr>
<td>1,355,743.00</td>
<td>0.00</td>
</tr>
<tr>
<td>70,528.12</td>
<td>70,528.15</td>
</tr>
<tr>
<td>70,528.15</td>
<td>1,285,214.85</td>
</tr>
</tbody>
</table>

PR – Section Project Breakdown

This function facilitates the automatic distribution of salaried personnel payroll to projects within a fund account (Figure 8). After typing PR at the FUNC heading, type either the employee’s Social Security number followed by an S or the employee’s University ID number followed by an I in the ID/SSN field and the appropriate account number in the FUND ACCT field and then press ENTER. At this point, you enter each section project number to which the employee’s salary should be charged and the percentage of the salary to be charged to that section project. The total of the percentages charged must equal 100 percent. For more information, contact Alicia Duncan in the Controllers Department at 294-4108.

Figure 8 — Section Project Breakdown

| FUNC PR ID/SSN 012345678 I FUND ACCT 400 17 00 SEQ 001 YEAR 09 VAC ID |
| NAME DOE JANE TITLE ADMIN SPEC III CHANGE DATE 01/21/2009 |
| SECTION PROJECT PCT |
| 10 4225 50 |
| 10 5876 50 |

DELETE: ENTER D TO REMOVE ACCOUNT BREAKDOWN
PS – Section Project Browse by SSNO or University ID

This function shows a list of all accounts with an associated section project number for an employee and the percent allotted for that number (Figure 9). For more information, contact Alicia Duncan in the Controllers Department at 294-4108.

Figure 9 — Section Project Browse by SSNO

```
FUNC PS ID/SSN 012345678 I FUND ACCT 400 17 00 SEQ 001 YEAR 09 VAC ID

<table>
<thead>
<tr>
<th>FC UID</th>
<th>NAME/FUND.ACCT</th>
<th>PROJ PCT</th>
<th>PROJ PCT</th>
<th>PROJ PCT</th>
</tr>
</thead>
<tbody>
<tr>
<td>012345678</td>
<td>DOE JANE 400 17 00</td>
<td>10 4225  50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>012345678</td>
<td>DOE JANE 400 17 00</td>
<td>10 5876  50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>012345678</td>
<td>DOE JANE 428 20 01</td>
<td>00 3517 100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>012345678</td>
<td>DOE JANE 473 33 02</td>
<td>10 4223 100</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

PF – Section Project Browse by Acct

This function shows a list of all employees whose fund account number is associated with a section project number and that percentage (Figure 10). For more information, contact Alicia Duncan in the Controllers Department at 294-4108.

Figure 10 — Section Project Browse by Acct

```
FUNC PF ID/SSN 000000000 I FUND ACCT 400 17 00 SEQ 001 YEAR 09 VAC ID

<table>
<thead>
<tr>
<th>FC UID</th>
<th>NAME/FUND.ACCT</th>
<th>PROJ PCT</th>
<th>PROJ PCT</th>
<th>PROJ PCT</th>
</tr>
</thead>
<tbody>
<tr>
<td>012345678</td>
<td>DOE JANE 400 17 00</td>
<td>10 4225  50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>123456789</td>
<td>SWIFT MARY 400 17 00</td>
<td>10 4225  50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

AA – New, Renew, Reclass, Prom . . .

This function allows users to originate the following types of actions (Figure 11 on the following page): New, Renew (term appointment, additional months, rehire and continuation), Promotion, Transfer, Demotion, Category Change, Non-Tenure to Tenure track, Percent/Base Conversion, Reclassification, Lead Status, Special Assignment, Administrative Assignment and Salary Adjustment.
Figure 11 — New, Renew, Reclass, Prom...

```plaintext
FUNC AA ID/SSN 012345678 I FUND ACCT 400 17 00 SEQ 001 YEAR 09 VAC ID

NEW, RENEW, RECLASS, PROMOTION ..... DELETE:

NAME: DOE JANE DEPT OF RANK CODE FOR A/B BASE:
CLASS/TITLE CODE: 1052 GRADE: 14 TITLE: ADMIN SPEC III
ANNUAL BASE SALARY: 50000 FRACTION: BASE: P 12-MONTH
LETTER OF INTENT END DATE: OR CONTINUOUS: CITIZEN CODE: 1
HOME DEPT CODE: 12345 HOME DEPT NAME: ISU POS #:
NEW: PROM: TRANS: DEM: CATEGORY CHANGE: NT-T:
RENEW-> TERM APPT: ADD MONTHS: REHIRE: CONT: PERCENT/BASE CONV:
RECLS: LEAD: SPCL: ADMIN ASSIGNMENT: SAL ADJ:

START DATE: (MM DD YY) END DATE: (MM DD YY) 06 30 09
DEPT ANNUAL SALARY: MONTHLY DEPT SALARY:
TOTAL COMMITMENT:

SPECIAL CONDITIONS:

PA217 RECORD MAY BE ADDED
F1=Help; F3=Exit; F4=Transfer; F7/F8=Browse;
```

RR – Resignation/Separation/Vacation Payout

This function allows users to originate an action that will end an employee’s employment from the University and pay out their vacation if applicable (Figure 12). This screen may also be used to pay out vacation for a faculty member who is converting from A to B base.

Figure 12 — Resignation/Separation/Vacation Payout

```plaintext
FUNC RR ID/SSN 012345678 I FUND ACCT SEQ YEAR 09 VAC ID

RESIGNATION / SEPARATION / VACATION PAYOUT DELETE:

NAME: DOE JANE TITLE: ADMIN SPEC III
ANNUAL BASE SALARY: 50000 FRACTION: BASE: P DEPT OF RANK:
HOME DEPT CODE: 12345 HOME DEPT NAME: ISU
RESIGNATION: (Y/N) Y REASON: LAST DAY OF WORK: POS #:
VACATION PAYOUT ONLY: (Y/N) N PAYOUT MONTH: (EXPLAIN IN SPECIAL CONDITIONS)
VACATION HOURS: 50.00 X HOURLY RATE $ 24.04 =
CONVERTED VACATION HOURS: 0.00 X HOURLY RATE $ 24.04 =
ACCOUNTS: 400 1700 400 1701 400 1702 400 1703 400 1704 400 1705 AMOUNT:
PRORATE VACATION ON CURRENT ACCOUNTS: (Y/N) Y (IF NO, EXPLAIN IN SPECIAL COND.)
SPECIAL CONDITIONS:

PA231 RECORD MAY BE ADDED
F1=Help; F3=Exit; F4=Transfer; F7/F8=Browse;
```
CF – Change Funding Source

This function allows users to originate an action that will change a portion or all of the current funding source to a different funding source (Figure 13).

**Figure 13 — Change Funding Source**

```
FUNC CF ID/SSN 012345678 I FUND ACCT 400 17 00 SEQ 001 YEAR 09 VAC ID

CHANGE FUNDING SOURCE

DELETE:
NAME: DOE JANE                      DEPT OF RANK CODE FOR A/B BASE:
CLASS/TITLE CODE: 1052  GRADE: 14          TITLE: ADMIN SPEC III
ANNUAL BASE SALARY:  50000          FRACTION:               BASE: P  12 MONTH:
HOME DEPT CODE: 12345           HOME DEPT NAME: ISU
FUND ACCT FROM: 400 17 00       FUND ACCT TO:
START DATE: (MM DD YY) 01 01 09   END DATE: (MM DD YY) 06 30 09
DEPT ANNUAL SALARY:            MONTHLY DEPT SALARY:
TOTAL COMMITMENT:

*IF RETROACTIVE ON A 4XX ACCT PROVIDE EXPLANATION CODE: (F1 FOR LIST)
**IF EXACT AMOUNT, EXPLAIN IN SPECIAL CONDITIONS**

SPECIAL CONDITIONS:
PA223                                      RECORD MAY BE ADDED
F1=Help;   F3=Exit;   F4=Transfer;   F7/F8=Browse;
```

**F.Y.I.** It is very important to first view the TC screen when processing a change in funding source. The TC screen will show what accounts the employee is currently being paid from and will help you decide which fund account should be entered as the FROM account in the FUND ACCT field on the top line.

AC – Add Compensation, Lump Sum Pay

This function allows users to originate an action that will either compensate an employee for services provided outside their normal responsibilities or for a monetary award, or to compensate non-employees hired for short term services and paid a lump sum amount for a given time period (Figure 14 on the following page).
**Figure 14 — Add Compensation, Lump Sum Pay**

```
FUNC AC ID/SSN 012345678 I FUND ACCT 400 17 00 SEQ 001 YEAR 09 VAC ID

ADDITIONAL COMPENSATION, LUMP SUM APPOINTMENT

DELETE:

NAME: DOE JANE          DEPT OF RANK CODE FOR A/B BASE:
CLASS/TITLE CODE: 1052     GRADE: 14               TITLE: ADMIN SPEC III
ANNUAL BASE SALARY: 50000 FRACTION: BASE: P 12-MONTH:
**LETTER OF INTENT END DATE:                           CITIZEN CODE: 1
HOME DEPT CODE: 12345   HOME DEPT NAME: ISU                POS #:

***************LIST START AND END DATES IN SPECIAL CONDITIONS***************

OPTION 1: NUMBER OF PAYMENTS:      START MONTH:    MONTHLY AMOUNT:
   (BENEFITS PAID IN ADDITION TO AMOUNT INDICATED) TOTAL:

OPTION 2: EXACT AMOUNT          *TOTAL OF SALARY AND BENEFITS*
   (PAYROLL WILL CALCULATE COMMITTED AMOUNT)

SPECIAL CONDITIONS:

PA219                                      RECORD MAY BE ADDED
F1=Help;   F3=Exit;   F4=Transfer;   F7/F8=Browse;
```

**LL – LWOP, Med LWOP, Suspension, Military and Furlough**

This function allows users to originate an action that will reduce compensation when an employee is taking time off without pay, but will retain their current position (Figure 15).

**Figure 15 — LWOP, Med LWOP, Susp, Mil.**

```
FUNC LL ID/SSN 012345678 I FUND ACCT 400 17 00 SEQ 001 YEAR 09 VAC ID

LEAVE OF ABSENCE - LWOP, MED LWOP, SUSP, MIL

DELETE:

NAME: DOE JANE          DEPT OF RANK CODE FOR A/B BASE:
CLASS CODE: 1052     GRADE: 14                  TITLE: ADMIN SPEC III
ANNUAL BASE SALARY: 50000 FRACTION: BASE: P
HOME DEPT CODE: 12345   HOME DEPT NAME: ISU                POS #:

LWOP:       MED LWOP:       SUSPENSION:      MILITARY:

OPTION 1: START DATE: (MM DD YY)               END DATE: (MM DD YY)
   IF PARTIAL DAYS ENTER TOTAL HOURS:        "ONLY ONE MONTH AT A TIME"

OPTION 2: USE ONLY TO REVISE PREVIOUSLY REPORTED END DATE
   REVISED END DATE (MM DD YY)               TOTAL COMMITMENT:

SPECIAL CONDITIONS:

PA227                                      RECORD MAY BE ADDED
F1=Help;   F3=Exit;   F4=Transfer;   F7/F8=Browse;
```
MM – Miscellaneous

This function allows users to originate an action that will not fit in any other category (Figure 16). This function is mainly used for prior year actions, so it is extremely important that you change the YEAR field to the appropriate fiscal year.

Figure 16 — Miscellaneous

<table>
<thead>
<tr>
<th>FUNC MM ID/SSN 012345678 I FUND ACCT      SEQ     YEAR 08 VAC ID</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Miscellaneous:</strong> This action will not update the TE screen.</td>
</tr>
<tr>
<td><strong>DELETE:</strong></td>
</tr>
<tr>
<td><strong>NAME:</strong> DOE JANE</td>
</tr>
<tr>
<td><strong>DEPT OF RANK CODE FOR A/B BASE:</strong></td>
</tr>
<tr>
<td><strong>CLASS/TITLE CODE:</strong> 1052   <strong>GRADE:</strong> 14   <strong>TITLE:</strong> ADMIN SPEC III</td>
</tr>
<tr>
<td><strong>ANNUAL BASE SALARY:</strong> 50000   <strong>FRACTION:</strong></td>
</tr>
<tr>
<td><strong>BASE:</strong> P   <strong>12-MONTH</strong></td>
</tr>
<tr>
<td>**<strong>LETTER OF INTENT END DATE:</strong> OR CONTINUOUS: 1</td>
</tr>
<tr>
<td><strong>CITIZEN CODE:</strong> 1</td>
</tr>
<tr>
<td><strong>HOME DEPT CODE:</strong> 12345   <strong>HOME DEPT NAME:</strong> ISU</td>
</tr>
<tr>
<td><strong>POS #:</strong></td>
</tr>
<tr>
<td><strong>TYPE OF ACTION:</strong> (Press F1 for list) <strong>START DATE:</strong></td>
</tr>
<tr>
<td><strong>END DATE:</strong> 06 30 08</td>
</tr>
<tr>
<td><strong>ACCOUNTS:</strong> 400 1700  400 1701  400 1702  400 1703</td>
</tr>
<tr>
<td><strong>400 1704  400 1705</strong></td>
</tr>
<tr>
<td><strong>ANNUAL/MNTHLY:</strong></td>
</tr>
<tr>
<td><strong>SPECIAL CONDITIONS:</strong></td>
</tr>
<tr>
<td><strong>PA239</strong></td>
</tr>
<tr>
<td><strong>ACCOUNTS:</strong> 400 1700  400 1701  400 1702  400 1703</td>
</tr>
<tr>
<td><strong>400 1704  400 1705</strong></td>
</tr>
<tr>
<td><strong>ANNUAL/MNTHLY:</strong></td>
</tr>
<tr>
<td><strong>SPECIAL CONDITIONS:</strong></td>
</tr>
<tr>
<td><strong>RECORD MAY BE ADDED</strong></td>
</tr>
<tr>
<td><strong>F1=Help; F3=Exit; F4=Transfer; F7/F8=Browse;</strong></td>
</tr>
</tbody>
</table>

F.Y.I. TYPE OF ACTION includes several options that are available on the MM screen. See Figure 17 for a listing.

Figure 17 — Miscellaneous Options

<table>
<thead>
<tr>
<th>Miscellaneous Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action types for miscellaneous screen</strong></td>
</tr>
<tr>
<td>Actions 1,2,3 must use previous year on the top line.</td>
</tr>
<tr>
<td>1 - Prior-year AA (New, Renew, Reclass, etc)</td>
</tr>
<tr>
<td>2 - Prior-year LL (Leave Without Pay)</td>
</tr>
<tr>
<td>3 - Prior-year RR (Resignation/Separation, Vacation Payout)</td>
</tr>
<tr>
<td>Remaining actions normally use the current year.</td>
</tr>
<tr>
<td>4 - Change Start/End Date</td>
</tr>
<tr>
<td>5 - Cancel Prior Action</td>
</tr>
<tr>
<td>6 - Change to a Previous Base</td>
</tr>
<tr>
<td>7 - International Assignment, Overseas, Danger Pay, etc</td>
</tr>
<tr>
<td>8 - Non salaried appointment (Collaborator, Affiliate, Military)</td>
</tr>
<tr>
<td>9 - Reduce vacation payout</td>
</tr>
<tr>
<td>0 - Budget Correction</td>
</tr>
<tr>
<td>Z - Other</td>
</tr>
</tbody>
</table>
BF – Browse/Approve Form

This function converts the information that the originator entered into a format that will be routed to the approvers (Figure 18). If all the information is correct, the originator presses F6 to begin the routing process.

Figure 18 — Browse/Approve Form

<table>
<thead>
<tr>
<th>FUNC BF ID/SSN 012345678</th>
<th>FUND ACCT 400 17 00 SEQ 001 YEAR 09 VAC ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: DOE JANE</td>
<td>Title: ADMIN SPEC III</td>
</tr>
<tr>
<td>UID: 012345678</td>
<td>Annual: 50000</td>
</tr>
<tr>
<td>Home Dept: 12345 ISU</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Personnel Action - Salary Adjustment</td>
</tr>
<tr>
<td></td>
<td>Proposed Changes</td>
</tr>
<tr>
<td>Fund.Acct</td>
<td>Start</td>
</tr>
<tr>
<td>400-17-00</td>
<td>01-01-09</td>
</tr>
<tr>
<td>400-17-01</td>
<td>01-01-09</td>
</tr>
<tr>
<td>400-17-02</td>
<td>05-01-09</td>
</tr>
<tr>
<td>400-17-03</td>
<td>05-01-09</td>
</tr>
<tr>
<td></td>
<td>CHANGE:</td>
</tr>
<tr>
<td></td>
<td>P/S Salary above 1st third.</td>
</tr>
<tr>
<td>CONTINUOUS APPOINTMENT</td>
<td>Citizenship Status: Citizen</td>
</tr>
<tr>
<td>No Special Conditions</td>
<td></td>
</tr>
<tr>
<td>Commitment Status:</td>
<td></td>
</tr>
<tr>
<td>Fund.Acct</td>
<td>Current</td>
</tr>
<tr>
<td>PA235</td>
<td>PRESS F6 TO BEGIN ROUTING</td>
</tr>
<tr>
<td>F1=Help; F3=Exit; F4=Transfer; F7/F8=Browse;</td>
<td></td>
</tr>
</tbody>
</table>

F.Y.I. If the information on the BF screen is incorrect, the originator should return to the screen where the action was originated and make the appropriate changes. If an incorrect account number was used, you will need to delete it and start over with the correct number.

To delete the action, press your HOME key and TAB to the DELETE field, type D in the field and press ENTER. You should see a “Record has been deleted” message.
**TE – Total Commitment Entered**

This function shows the total proposed payroll commitment from the information submitted via the Electronic Personnel Action (Figure 19). This screen must be viewed before the system will allow you to view the BF – Browse/Approve Form.

**Figure 19 — Total Commitment Entered**

<table>
<thead>
<tr>
<th>FUNC</th>
<th>TE ID/SSN</th>
<th>FUND</th>
<th>ACCT</th>
<th>SEQ</th>
<th>YEAR</th>
<th>VAC ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
<td>DOE JANE</td>
<td>TITLE</td>
<td>ADMIN</td>
<td>SPEC</td>
<td>III</td>
<td></td>
</tr>
<tr>
<td>ANNUAL</td>
<td>SALARY</td>
<td>50000</td>
<td>BASIS</td>
<td>P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT-&gt;</td>
<td>400 1700</td>
<td>400 1701</td>
<td>400 1702</td>
<td>400 1703</td>
<td>400 1704</td>
<td>400 1705</td>
</tr>
<tr>
<td>LST.CHG</td>
<td>04 26 09</td>
<td>07 24 08</td>
<td>04 26 09</td>
<td>04 26 09</td>
<td>04 26 09</td>
<td>04 26 09</td>
</tr>
<tr>
<td>JUL</td>
<td>41.25</td>
<td>206.24</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUG</td>
<td>41.25</td>
<td>82.41</td>
<td>206.16</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEP</td>
<td>41.25</td>
<td>82.41</td>
<td>206.16</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OCT</td>
<td>41.25</td>
<td>82.41</td>
<td>206.16</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NOV</td>
<td>41.25</td>
<td>82.41</td>
<td>82.45</td>
<td>206.16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEC</td>
<td>41.25</td>
<td>82.41</td>
<td>82.45</td>
<td>206.16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>JAN</td>
<td>4166.66</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FEB</td>
<td>4166.66</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAR</td>
<td>4166.66</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>APR</td>
<td>4166.66</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MAY</td>
<td>4166.66</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JUN</td>
<td>4166.66</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>24999.96</td>
<td>247.50</td>
<td>412.05</td>
<td>577.30</td>
<td>824.64</td>
<td></td>
</tr>
<tr>
<td>BASIS</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td></td>
</tr>
</tbody>
</table>

F11 = Go to BF
PA202 TRANS. ENTERED/NOT ROUTED
F1=Help; F3=Exit; F4=Transfer; F7/F8=Browse;

**F.Y.I.** Once everyone has approved the action, the TE screen will become the TC screen.

**BN – Browse Unrouted Actions**

This function allows you to check any actions you have originated but not yet routed, or actions that have been rejected (Figure 20).

**Figure 20 — Browse Unrouted Actions**

<table>
<thead>
<tr>
<th>FUNC</th>
<th>BN ID/SSN</th>
<th>FUND</th>
<th>ACCT</th>
<th>SEQ</th>
<th>YEAR</th>
<th>VAC ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
<td>DOE JANE</td>
<td>TITLE</td>
<td>ADMIN</td>
<td>SPEC</td>
<td>III</td>
<td></td>
</tr>
<tr>
<td>ORIG DATE</td>
<td>ACTION</td>
<td>YEAR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>012345678</td>
<td>DOE JANE</td>
<td>2009-04-26</td>
<td>APPOINTMENT</td>
<td>2009</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PA241 END OF TABLE
F1=Help; F3=Exit; F4=Transfer; F7/F8=Browse;