

## SCREEN 415 - EMPLOYEE ORGANIZATION MAINTENANCE TABLE

This table defines employee organizations and is used to obtain the organization name and vendor number of a particular State Employee Organization.

After receiving the screen **415** there are four options available:

1. Return to the B/P/P Table Maintenance Menu
2. Inquire about a specific employee organization
3. Delete a specific employee organization
4. Modify a specific employee organization

These options are described below:

### 1. RETURN

To Return to the B/P/P Table Maintenance Menu:

- Type an **E** or **400** in the **FUNCTION** field and press the **ENTER** key or use the PF3 function key or the PF4 to return to the B/P/P Main Menu.

### 2. INQUIRE

To inquire about a specific employee organization:

- **FUNCTION** field should be blank.
- **TAB** to **EMP ORG CODE** field, type in a valid employee organization code, and press the **ENTER** key. The data will be edited and if no errors are encountered by the system, all available information about the code entered will be displayed.
- In the event the system detects errors, the problem fields will be highlighted and the appropriate error message displayed: **INVALID ORGANIZATION CODE**; **ORGANIZATION CODE NOT ON DATABASE**; or **NO SHORT TITLE SEGMENT ON DATABASE**.

### 3. DELETE

Before deleting an employee organization code from the database, the user should **INQUIRE** on it first, as described above.

To delete a specific employee organization code:

- The **EMP ORG CODE** will still be displayed from the previous **INQUIRY**.
- Enter a **D** in the **FUNCTION** field and press the **ENTER** key. The database will be updated and the following message will be displayed: **ORGANIZATION DELETED FROM THE DATABASE**. The word **DELETED** will also be displayed in the **ACTION PERFORMED** field.

#### 4. **MODIFY**

Before adding a new employee organization code or modifying an existing code, the user should **INQUIRE** on it first, as described above.

To **CHANGE** a specific employee organization code:

- **FUNCTION** field should be **M**
- **EMP ORG CODE** field should contain the code to be modified, **TAB** to the field(s) to be modified, make the desired change(s), and press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the database will be updated and the following message will be displayed: **TABLE DATABASE UPDATED**. The word **CHANGED** will also be displayed in the **ACTION PERFORMED** field.
- In the event errors are detected by the system, the problem fields will be highlighted and the appropriate messages will be displayed:

INVALID ORGANIZATION CODE

INVALID MAIL CODE

INVALID ORGANIZATION NAME

VENDOR CAT IS INVALID

VENDOR ID IS INVALID

To **ADD** a new employee organization code:

- **FUNCTION** field should be **M**
- **TAB** to **EMP ORG CODE** field, type in a valid employee organization code, type in an organization name in the **ORGANIZATION** field, **TAB** to the **VENDOR ID NO**, type in a valid vendor ID number, **TAB** to **MAIL CODE**, type a valid mail code, and press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the database will be updated and the following message will be displayed: **TABLE DATABASE UPDATED**. The word **ADDED** will also be displayed in the **ACTION PERFORMED** field.
- In the event errors are detected by the system, the problem fields will be highlighted and the appropriate messages will be displayed:

INVALID ORGANIZATION CODE

INVALID MAIL CODE

INVALID ORGANIZATION NAME

VENDOR CAT IS INVALID

VENDOR ID IS INVALID

