

SCREEN 503 - P2PAY INQUIRY FUNCTION

This function is used to inquiry about the payroll source records in the P2PAY File for an employee. This function allows the user to view one or all of the sources without having any editing or updating take place. Information displayed on this screen details data prior to being processed by the payroll calculation program.

After receiving the menu screen, the following data fields must be entered to access records in the P2PAY File:

Budget Work Station (Bud work station)
 Social Security Number (SSN)
 Pay Cycle
 Date Paid
 Part*
 Account Number*
 Support Account*
 Voucher*
 Source Sequence Number*

- * These values need to be input if a specific source for the employee is desired. Otherwise, the "first" source will be presented. In either case, the user can "page" through all sources for the pay date and workstation.

After the control fields have been input, press the enter key to transmit the data to the computer for processing. The computer will return a screen displaying the requested employee's source.

Screen Number - enter one of the following, depending on the processing desired:

Blank - The "next" source for the employee for the specified pay date and workstation will be presented. After the "last" source has been presented, the program will "wrap around" and present the "first" source.

Eb - This code returns the user to the menu screen.

To view another P2PAY record, you may change the SSN, Pay Date, and/or Pay Cycle. If the requested P2PAY record exists on the file it will be displayed, otherwise the Function Select Screen will be returned.

Use <F7> and <F8> to scroll through the deductions.

SCREEN 503 - PAYROLL-SOURCE INQUIRY

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503 TAMUS B/P/P - Payroll - Source Inquiry                                10/25/01 13:45
                                                                    P BPP0014 03EA

Screen:  1          SSN:  2          Cycle:  3   Date-Paid:  4   _____
Name:                                     Orig-Date:
PIN/It:      P-Id:  Vchr:      Typ:  Pd from:          to
Part:        Acct:          S-A:      AA:          Days:
Adloc:       Pgm:          Obj:      TlCd:         Seq#:
Pos%:        Src%:         Fund:      Rate:         Hrs/Tsk:
Lng-Cd:      P/Cd:         EPP:

----- Deductions -----
Gross:                                     Type  Emp-Ded  Covrd-Earn  Empr-Pay Carr
Net:                                       1 UCI
                                           2 WCI
                                           3 OAH I
                                           4 OAS I
                                           5 FIT
                                           6 LNG
                                           7 TRS
                                           8 ORP
                                           9 MED
                                           + 10 BL

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help      Exit Main      Up      Down
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4-©          1      Sess-1      128.194.103.18          4/11

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SCREEN 503 - PAYROLL-SOURCE INQUIRY EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN	3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens. Blank - Next Page SP - <u>S</u> ame <u>P</u> age - return this screen BP - <u>B</u> ypass <u>P</u> rocessing - return to function select screen without updating the system E - <u>E</u> nd - return to function select screen and complete the system updates
2	SOCIAL SECURITY NUMBER	Must be a nine (9) digit number
3	PAY CYCLE	B - Biweekly M - Monthly
4	DATE PAID	Must be valid date in MM DD YYYY format